

EMPLOYMENT OF MINORS

It is the policy of the Patchogue-Medford Library to comply with the rules and regulations of both the State of New York and the United States Department of Labor concerning the employment of minors. The following guidelines will be adhered to:

- I. No one under the age of 15 may be employed.
- II. Employment of minors under the age of 18 shall be in accordance with the following regulations:
 - a. Minors age 15-17 cannot commence work without working papers. Working papers are the responsibility of the prospective employee and can be obtained from their local school district.
 - b. When school is in session, minors age 15 may work as follows:

Monday-Thursday 3 hrs/day
Friday, Saturday, Sunday, holidays 8 hrs/day
Maximum 18 hrs/wk – not more than 6 days in a week
 - c. When school is in session, minors age 16 & 17 may work as follows:

Monday-Thursday 4 hrs/day
Friday, Saturday, Sunday, holidays 8 hrs/day
Maximum 28 hrs/wk – not more than 6 days in a week
 - d. Minors age 15 may not work before 7am or after 9pm on any weekday (Monday through Thursday) while school is in session. Minors age 16 & 17 may not work before 6am or after 10pm on any weekday (Monday through Thursday) while school is in session.
 - e. Students enrolled in an approved Cooperative Education Program may work up to 6 hours on a day preceding a school day when school is in session as long as the hours are in conjunction with the program.
 - f. When school is not in session, and during vacation (school must be closed for the entire calendar week), minors under 18 generally may not work more than eight hours a day, six days a week; minors age 15 may not work more than 40 hours a week and ages 16 & 17 may not work more than 48 hours a week.

Approved by the Board of Trustees June 23, 2022.