# ALASKA DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

For departmental use only				
☐ APPROVED INDIVIDUAL WORK PERMIT		For depa	For departmental use only	
□ APPROVED AS AMENDED:		GENERAL DUTIES		
		APPROVED FOR	· · ·	
	1.52	☐ 16 & 17 YEAR (	OLD MINORS; OR	
		<b>1</b> □ 14 – 17 YEAR O		
□ DENIED	OF ALASK	By:	Date:	
By: Date:		GENERAL DUTIES WORK	C PERMIT:	
<ol> <li>INDIVIDUAL WORK PERMIT:</li> <li>1. Employer completes and signs Section A.</li> <li>2. Parent or guardian completes and signs Section B.</li> <li>3. Employer verifies minor's age, agrees to keep a copy of the of age on file at the employer's premises and submitsworn permit by email, fax or in person.</li> <li>4. When the approved work permit is returned from the department, the minor may begin work.</li> <li>5. Work permit is valid until employment is terminate.</li> </ol>	k .	<ol> <li>The approved duties are</li> <li>Employer obtains the sign guardian in Section B, verecopy of the proof of age on minor may then begin w</li> <li>Employer must return a permit to the department of minor beginning to we</li> </ol>	permit to Wage and Hour office. returned to the employer. gnature of the minor's parent or ifies minor's age and agrees to keep a ifile at the employer's premises. The ork. copy of the completed work is within seven (7) calendar days	
	Section (A) to be comp	oleted by EMPLOYER		
Name of Employer:		Doing Business As (DBA):		
Employer Email: (if no email, please provide fax number):		Employer Telephone Number:	Employer Fax Number:	
Employer Local Mailing Address:		City and State:	Zip:	
Location of Employment (Physical Address):		City and State:	Zip:	
Duties to be performed by minor:		Tools, Equipment or Machinery to be used by minor (be specific):		
		Hourly Rate:	Pay Periods:	
			Alcohol License #:	
Will the minor be working at an establishment that sells alcohol? $\square$ YES $\square$ NO				
If yes, is your alcohol license a Restaurant or eating place lic Control Board? $\ \square$ YES $\ \square$ NO	ense or do you have a restaur	ant endorsement with the Alcohol Beverage	Restaurant Endorsement #:	
	RS WILL BE RESTRICTED of a combined total of nine hour and in one week will be limited ted to a maximum of 8 hours putained and that any and all characteristics.	s of school attendance plus employment in any of to 23 hours.  er day and a maximum of 40 hours per week; wo hanges shall have the prior approval of the Cor.	ork will be performed only between the hours	
Printed Name of Employer or Agent Acting for Employer		ignature	Date	
Section (B) to be	e completed by PARENT or	GUARDIAN prior to employment of minor	r	

(Power of Attorney or Guardianship documents)

I affirm that I am the  $\square$  parent/stepparent or the  $\square$  non-parent legal guardian of the above-named minor and that such minor has my

consent to be employed in any occupation authorized by the Alaska child labor laws, Alaska Statutes 23.10.325-370.

Address:

Signature (Legal guardian must attach documentation) Telephone Number

Date of Birth:

Date

Name of Minor (Print):

Printed name of parent/legal guardian

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#### **EMPLOYERS PLEASE NOTE:**

## **OCCUPATIONS PROHIBITED TO ALL MINORS UNDER 18:**

- 1. Occupations in manufacturing, handling, or use of explosives.
- 2. Occupations of motor vehicle driver or helper (limited exceptions.)
- Mining operations including coal.
- Logging or occupations in the operations of any sawmill, lath mill, shingle mill or cooperage.
- 5. Operations of power-driven woodworking machines.
- 6. Occupations with exposure to radioactive substances and to ionizing radiation.
- 7. Occupations involving exposure to bloodborne pathogens.
- 8. Operation of elevators or other power-driven hoisting apparatus.
- 9. Operation of power-driven metal forming, punching, and shearing machines.
- 10. Occupations involving slaughtering, meatpacking or processing, or rendering.
- Occupations involved in the operation and cleaning of power-driven bakery machines.
- Occupations involved in the operation of power-driven paper products machines
- 13. Occupations involved in the manufacture of brick, tile, and kindred products.
- Occupations involved in the operation and cleaning of circular saws, band saws and quillotine shears.
- 15. Occupations involved in wrecking, demolition, and shipbreaking operations.
- 16. Occupations involved in roofing operations.
- 17. Occupations involved with excavation operations.
- Electrical work with voltages exceeding 220, or outside erection or repair, and meter-testing, including telegraph and telephone lines.
- 19. Occupations involved in canvassing, peddling, door-to-door solicitation, or sales.

# IF UNDER 16 THESE ADDITIONAL OCCUPATIONS ARE ALSO PROHIBITED:

- Occupations in manufacturing, mining, or processing, including work rooms or places where goods are manufactured, mined, or otherwise processed.
- Occupations involved in operation of hoisting or power-driven machinery other than office machines.
- 3. Operation of motor vehicle or service as helper on motor vehicle.
- Public messenger service.
- Occupations in or about canneries, seafood plants, including cutting, slicing, or butchering, or the operation of any floating plant and including loading or unloading.
- 6. Work performed in or about boilers, engine rooms, or retorts.
- Work involved with maintenance or repair of the establishment's machines or equipment.
- Occupations that involve working from window sills, ladders, scaffolds, or their substitutes.
- Occupations which involve operating, setting up, adjusting, cleaning, oiling, or repair of power-driven food slicers, grinders, choppers, cutters, and bakery-type mixers.
- 10. Work in freezers, meat coolers, or preparation of meat for sale.
- 11. Loading or unloading to and from trucks, railroad cars, or meat conveyors.
- 12. Occupations in warehouses except office and clerical work.
- 13. Occupations involving use of sharpened tools.
- Occupations in transportation of persons or property, warehousing and storage, construction (including demolition and repair) except office or sales work in connection with these occupations.

**State Law** 

The federal prohibition on the hours 14 and 15 year old minors may be allowed to work is stricter than Alaskan law. Due to this conflict, an employer of 14 or 15 year old minors may find that they are in compliance with State law, but in violation of federal law. For example:

### Federal Law

Children 14 and 15 years old may only work:

- Outside school hours.
- 2. No more than 40 hours in any one week when school is not in session.
- 3. Not more than 18 hours in any week when school is in session.
- 4. Not more than 8 hours in any one day when school is not in session.
- 5. Not more than 3 hours in any one day when school is in session.
- Between 7 a.m. and 7 p.m. in any one day except during the summer (June 1 through Labor Day), when the evening hours will be 9 p.m.

Children 14 and 15 years old may work:

- A total of 9 hours of school and work combined in one day.
- 2. Only between the hours of 5 a.m. to 9 p.m.
- No more than 23 hours per week outside of school hours (domestic work and babysitting excepted).
- 4. No more than 6 days per week.

There are certain exceptions to the federal law; for example, children in work-study programs through their schools are exempt from some or all of the hour restrictions. For further information the federal law, contact the United States Department of Labor, Wage and Hour Division, Telephone: 1-866-487-9243. Or in Anchorage: (907) 271-2867

### TITLE 4 ALCOHOLIC BEVERAGES and MARIJUANA/CANNABIS-- ALASKA STATUTES

AS 04.16.049. Access of persons under the age of 21 to licensed premises.

- (a) A person under 21 years of age may not knowingly enter or remain in premises licensed under this title unless
  - (1) accompanied by a parent, guardian, or spouse who has attained 21 years of age;
- (2) the person is allowed to enter and remain on the premises under a 76 restaurant or eating place license issued under AS 04.09.210, seasonal restaurant or eating place tourism license issued under AS 04.09.360, or restaurant endorsement issued under AS 04.09.450;
  - (3) the person is permitted on the premises under a club license issued AS 04.09.220(g) or former AS 04.11.110(g); or
  - (4) otherwise provided under (c), (d), or (g) of this section.
- (b) Notwithstanding (a) of this section, a license or an agent or employee of the licensee may refuse entry to a person under 21 years of age to that part of licensed premises in which alcoholic beverages are sold, served, or consumed, may refuse service to a person under 21 years of age, or may require a person under 21 years of age to leave the portion of the licensed premises in which alcoholic beverages are sold, served, or consumed.
- (c) Notwithstanding any other provision in this section, a person 16 or 17 years of age may enter and remain within the licensed premises of a hotel or motel, large resort, golf course, general wholesaler, limited brewed beverage and wine wholesaler, common carrier dispensary, outdoor recreation lodge, or restaurant in the course of employment if
  - (1) the employment does not involve the serving, mixing, delivering, or dispensing of alcoholic beverages;
  - (2) the person has the written consent of a parent or guardian; and
  - (3) an exemption from the prohibition of AS 23.10.355 is granted by the Department of Labor and Workforce Development.

### **TOBACCO and PULL-TABS**

AS 11.76.106 restricts access to areas where tobacco and tobacco products are sold. Minors under 19 years may not sell tobacco or tobacco products in the course of their employment 15 AAC 160.480(b) prohibits the sale of pull-tabs by anyone under the age of 21.

THIS FORM IS AVAILABLE ON THE INTERNET AT: www.labor.state.ak.us/lss/forms/workpermit.pdf