



T.I.P.S

T.I.P.S. for Achieving and Maintaining Compliance with Youth Employment Laws*

T rain E mployees	I dentify V iolations	P romote C ompliance	S hare A ccountability
<ul style="list-style-type: none"> - Obtain compliance assistance materials (posters, fact sheets, employer's guides, and forklift stickers) from www.youthrules.dol.gov or request training from your local Wage and Hour office. - Incorporate youth employment laws and company policies regarding the employment of youth into training and orientation seminars for managers and teens. - Provide a worksheet for youth to sign as part of initial training to test and verify their awareness of what equipment is off limits to them and what hours they can work. - Attach to a paycheck or time card a monthly youth safety reminder. - Conduct refresher training for all levels of management at regular staff meetings or special training sessions. 	<ul style="list-style-type: none"> - Designate a youth employment compliance director whose responsibility is to monitor compliance - Conduct unannounced inspections of your establishment or branch locations. - Make checking for compliance a regular part of any routine quality or store inspection. - Monitor the hours and times worked by youth under age 16 at the time payroll data is collected and track and transcribe any violations. - Establish a hotline for employees/parents/the public to report potential problems or concerns. - Take time to interview youth at some regular interval to question them on the types of equipment they are operating. 	<ul style="list-style-type: none"> - Create a "buffer zone" to prevent employees from being scheduled up to the latest time or longest shift that could be worked. - Prepare two separate schedules: one for employees under age 16 and one for employees age 16 or over. Only permit shift swapping among employees on the same schedule. - Require a manager's signature on the schedule for all shift swaps. - Verify the ages of all youth by requiring legally acceptable proof of age at the time of hiring. - Post the hours youth can work next to the time clock. - Color-code time cards, badges, and/or uniforms so that youth can be easily identified. - Post a Warning Sticker or a Stop Sign on hazardous equipment. 	<ul style="list-style-type: none"> - Encourage youth to say "no" to a manager who is asking them to work too late or to operate hazardous equipment. - Add monitoring to maintain compliance to job descriptions of managers. - Include compliance with youth employment laws as a performance factor in managers' reviews and recognize those who successfully maintained compliance on their shifts, in their departments, or at their branch locations. - Test youth about their understanding of policies and safety procedures before they start work. - Send a letter to the parents of newly hired teens informing them of the youth employment laws and who to contact to report any concerns.

Information about YouthRules! can be found at www.youthrules.dol.gov. For information about the laws administered by the Wage and Hour Division, log on to the Internet at www.wagehour.dol.gov, or call the Department of Labor's toll-free help line at 1-866-4USWAGE.

*Different rules apply to farms, and State laws may have stricter rules.