



Youth Name: _____

Youth Employee Onboarding/Hiring Checklist

- **Check email to review onboarding/hiring instructions via City of Boston-SuccessLink employee onboarding portal**
- Complete ALL necessary tasks on City of Boston-SuccessLink employee hiring portal
- Scan documents to onboarding portal prior to coming into YEE office (YEE can assist with scanning documents to portal, if needed).
- Complete work permit application (page 4-6) and retrieve work permit from school guidance office or at YEE office
- Prepare documents listed below and bring to YEE office during office hours (M-W-F): 10am-6pm | Tuesdays and Thursdays until 6:30 pm

The following is a list of accepted documents to be presented at the employee documentation/processing appointment. The appointment takes place at the BCYF Youth Engagement & Employment office, located at 1483 Tremont Street in Boston, 02120. **All employees MUST present the following ORIGINAL documents from each section at their scheduled appointment. Please note: Copies of these documents ARE NOT ACCEPTED**

1) Proof of US Citizenship or Alien Resident status, Proof of Age (*must present one of the following*)

- U.S. Birth Certificate (*issued within the United States*) U.S. Passport (*must be valid – cannot be expired*)
- Alien Resident Card (*must be valid – cannot be expired*) Certificate of Citizenship or Naturalization
- Puerto Rican Birth Certificate (*must be dated on or after 07/01/10 to be valid*)
- Foreign Passport with Visible I-551 Stamp (*must be valid – cannot be expired*)
- Employment Registration Card (*must be valid – cannot be expired*)

2) Original Proof of Social Security Card

- Original Social Security Card **MUST** be presented. **A receipt from the Social Security Administration will serve as a placeholder. Employees cannot begin work until the original Social Security Card has been submitted to YEE.**

3) Massachusetts Youth Employment Permit (under 18 only)

- Instructions on how obtain the youth employee work permit are attached on pages 3 & 4 (work permit application)*

4) Proof of School Enrollment & Boston Residency

Boston Public School Student Requirements <i>must present ONE (1) of the following documents from this section</i>	Private School, Charter and Non-BPS Student Requirements <i>must present ONE (1) of the following documents from this section</i>
<ul style="list-style-type: none"> <input type="checkbox"/> Current BPS Aspen “Info” page showing student’s profile and home address <input type="checkbox"/> Current year Report Card or Progress Report <input type="checkbox"/> Signed letter from school administrator on school letterhead with employee’s home address listed from current school year <input type="checkbox"/> Current student ID card/ BPS One Card (If you have this, you need two bills as proof of residency) 	<ul style="list-style-type: none"> <input type="checkbox"/> Report Card or Current Progress Report <input type="checkbox"/> Letter from school administrator on school letterhead with employee’s home address
<p>must present ONE (1) of the following documents from this section <i>-These documents can be in parent/guardian name but should match school proof home address.</i> <i>- These documents are only accepted if issued within 90 days from today.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Gas or Oil Bill <input type="checkbox"/> Electric Bill <input type="checkbox"/> Cable Bill <input type="checkbox"/> Home Phone Bill <input type="checkbox"/> Current Lease Agreement <input type="checkbox"/> Bank Statement (within past 60 days) <input type="checkbox"/> Credit card statement <input type="checkbox"/> Water Bill <input type="checkbox"/> Car Registration or Insurance <input type="checkbox"/> A Letter from an Approved Government Agency* dated within the past 60 days 	<p>must present TWO (2) of the following documents from this section <i>-These documents can be in parent/guardian name but should match school proof home address.</i> <i>- These documents are only accepted if issued within 90 days from today.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Gas or Oil Bill <input type="checkbox"/> Electric Bill <input type="checkbox"/> Cable Bill <input type="checkbox"/> Home Phone Bill <input type="checkbox"/> Current Lease Agreement <input type="checkbox"/> Bank Statement (within past 60 days) <input type="checkbox"/> Credit card statement <input type="checkbox"/> Water Bill <input type="checkbox"/> Car Insurance Cover Page <input type="checkbox"/> Car Registration <input type="checkbox"/> A Letter from an Approved Government Agency* dated within the past 60 days



SuccessLink Youth Employee Contract/Parental Consent & Media Release Form

Youth Employee Name (please print): _____

Work Site Name (please print): _____

- I understand that as a City of Boston, YEE youth employee, I have a responsibility to promote a healthy and safe work environment, not only for myself, but also for my peers, as well as those I am serving through my position.
- **As a YEE youth employee, I understand, and agree to the following contract items listed below:**
- Be on time for my scheduled shift or call my supervisors if I am going to be late.
- Dress appropriately for my duty requirements, position and workplace.
- Be professional, polite, courteous, and respectful at all times.
- Not possess any alcohol, tobacco products, drugs, weapons, or other inappropriate material while at the workplace.
- Not use inappropriate or profane language.
- Not threaten or use an act of violence (if this happens, it will be dealt with swiftly and will result in termination).
- Learn and follow the policies regarding timesheets and paychecks.
- Sign in when my shift starts and sign out when my shift ends.
- Understand that time sheets will only reflect those hours that I have signed for and I will be paid for those hours only.
- Understand that I will not be paid for my break period – I must sign out at the beginning of my break and sign back in when I return to work.
- Can only be paid for a maximum of 25 hours per week.
- If I do not accurately sign the timesheets, there may be a delay in receiving my paycheck.
- I am the only individual that will be allowed to sign for my paycheck when being distributed.
- YEE, nor my workplace, will release my paycheck to anyone other than me. My parent(s), legal guardian(s), friend(s), relative(s), or any other individual(s) are not permitted to receive my paycheck

By signing below, as a YEE youth employee, I agree to the employee contract and policies above. Failure to comply with the policies above could result in termination from my employment in the SuccessLink Youth Employment Program.

X _____ X
 (Employee Signature) (Date)

Parental/Guardian Consent Form & Media Release

I give permission for my son/daughter to participate in the SuccessLink Youth Employment Program. I give permission for the Department of Youth Engagement & Employment, and partnering organizations, to record, film, photograph, or interview my son/daughter at events pertaining to the employment program. I also agree to allow the publication of my son/daughter's name, appearance, and words, throughout the duration of the SuccessLink Youth Employment Program. I understand that these images, interviews, or other publications will be used strictly for non-profit, funding purposes. I release the Department of Youth Engagement & Employment from any claims or liabilities resulting from my son/daughter's participation in these forms. I hereby authorize the release of all required and pertinent information pertaining to the employee above during the SuccessLink Youth Employment Program in order to comply with any state requirements that provide information about the individual participating in the program. I understand that the participant's identity and information will be kept confidential to the maximum extent possible. By signing below, I (parent/guardian-print name), _____ hereby certify that the above information and statements are true under the pains and penalties of perjury.

X _____ X
 (Parent/Guardian Signature) (Date)

Employment Permit Application for 14 through 17 Year-Olds

Instructions: After completing the form and obtaining the required signatures as indicated, take this completed form to the Superintendent of Schools, or the person your school (including a charter school) has authorized to issue work permits, in the school district where you live or attend school. You should bring with you proof of your age, such as your birth certificate, passport, or immigration record. The Superintendent, or the person your school (including a charter school) has authorized to issue work permits, will then issue you an Employment Permit.

Bring the signed work permit back to your employer who must keep it until you leave the job.

Questions about this application should be directed to the Department of Labor Standards at (617) 626-6952.

If you are under 18 years of age, you must obtain a work permit before starting a new job.¹ G.L. c. 149, §§86-89. The following are the steps you should take; **please note that a Physicians Certificate of Health is required only of 14 and 15 year-olds.**

Steps for Getting an Employment Permit

1. Obtain a job offer from an employer.
2. Ask the employer to complete the following section:

Promise of Employment

Name of Minor:	
Name of Employer:	
Business Address:	
Job Title & Primary Duties:	
Number of Hours per day Minor is to be Employed:	
The undersigned agrees to employ this minor as stated above and in compliance with state law. A summary of laws governing minors' hours of work and hazardous occupations can be found at the end of this application form.	
_____	_____
Signature of Employer or Authorized Agent	Date

¹ Minors who are 17 years of age, who can show documented proof of a high school diploma or the equivalent to the school official authorized to issue work permits, do not need a signed work permit, but must still complete this permit application.

NOTE: If the minor seeking an employment permit resides outside of Massachusetts, the minor should obtain a work permit from the superintendent of schools in the city/town in Massachusetts where the minor is to be employed.

3. **For 14 and 15 year-olds only (16 and 17 year-olds may skip this step):** Ask your doctor to complete the following section:

Note: The following Certificate of Health must be signed **within 12 months** of the date this application is presented to the school official issuing the permit.

Physician's Certificate of Health

I hereby certify that I have made a thorough physical examination of the following named 14 or 15 year-old minor:

and that, in my opinion, said minor is in sufficiently sound health and physically able to perform the work indicated above. **A summary of laws governing minors' hours of work and hazardous occupations can be found at the end of this application form.**

Signature of Physician

Date

4. Ask your parent, guardian, or custodian to sign below.

I hereby approve the issuance of a permit for the work indicated above. **A summary of laws governing minors' hours of work and hazardous occupations can be found at the end of this application form.**

Name of Parent, Guardian, or Custodian

Signature of Parent, Guardian, or Custodian

Date

5. Sign this application below:

Signature of Minor

Date

Summary of Massachusetts² Laws Regulating Minors' Work Hours and Occupation Restrictions

Prohibited Jobs (Hazardous Orders)

Persons under 14 may not work: There are a few exceptions to this such as working as news carriers, on farms, and in entertainment (with a special permit).

Persons under 16 years old may *NOT*:

- Operate, clean or repair power-driven machinery (except office machines or machines in retail or food service not otherwise prohibited)
- Cook (except on electric or gas grills that do not have open flames)
- Operate fryolators, rotisseries, NEICO broilers, or pressure cookers
- Operate, clean or repair power-driven food slicers, grinders, choppers, processors, cutters and mixers
- Perform any baking activities
- Operate microwave ovens (except to heat food in microwave ovens with a maximum capacity of 140 degrees Fahrenheit)
- Clean kitchen surfaces that are hotter than 100 degrees Fahrenheit
- Filter, transport, or dispose of cooking oil or grease hotter than 100 degrees Fahrenheit
- Work in freezers or meat coolers
- Work in a manufacturing facility or occupation (e.g., in a factory, as an assembler)
- Work on ladders, scaffolds or their substitutes
- Work in garages, except dispensing gas and oil
- Work in brick or lumber yards
- Work in amusement places (e.g., pool or billiard room, or bowling alley)
- Work in barber shops
- Work in construction, transportation, communications, or public utilities (except doing clerical work away from heavy machinery off the job-site)
- Work in warehouses (except doing clerical work)
- Load or unload trucks, railroad cars, or conveyors
- Ride in or on a motor vehicle (except in a passenger seat wearing a seatbelt)

- Wash windows in public or commercial buildings if the window sill is more than 10 feet above the ground

² This is a compilation of state and federal child labor laws. The most protective laws are presented here and apply to all employers of teens including parents who may employ their children. There are additional regulations in this area not summarized here and some exceptions for employers in agricultural industries. Questions about the state child labor laws should be directed to the Massachusetts Office of the Attorney General, Fair Labor and Business Practices Division (617-727-3465). Questions about federal child labor laws should be directed to the U.S. Department of Labor, Wage and Hour Division (617-624-6700).

- Work doing laundry in a commercial laundry or dry cleaning establishment
- Work as a public messenger
- Work at processing operations (e.g., in meat, fish, or poultry processing or cracking nuts, bulk or mass mailing)
- Work around boilers or in engine rooms
- Do industrial homework
- Work with dangerous electrical machinery or appliances
- Work that is determined by the Massachusetts Attorney General to be dangerous to the health and well-being of minors
- **Work in any of the occupations or tasks prohibited for persons under age 18**

Persons under 18 years old may *NOT*:

- Drive a vehicle, forklift or work assist vehicle (except golf carts in certain circumstances)
- Ride as a passenger in a forklift
- Operate, clean or repair power-driven meat slicers, grinders or choppers
- Operate, clean or repair power-driven bakery machines (except for certain countertop models and pizza dough rollers)
- Work 30 feet or more above ground or water
- Handle, serve, or sell alcoholic beverages
- Use circular or band saws, guillotine shears, wood chippers, or abrasive cutting discs
- Use power-driven woodworking machines
- Use, service, drive or work from hoisting machines
- Operate or load power-driven paper balers, compactors, or other power-driven paper processing machines
- Use power-driven metal-forming, punching, or shearing machines
- Use buffing or polishing equipment
- Manufacture brick, tile, or kindred products
- Manufacture or store explosives
- Work in excavation, wrecking, demolition, or shipbreaking
- Work in forest fire fighting, forest fire prevention, timber track operations or forestry service
- Work in logging, sawmilling, or mining
- Work slaughtering, packing, or processing meat or poultry
- Work in railway operations
- Work in roofing or on or about a roof
- Work in foundries or around blast furnaces
- Work manufacturing phosphorus or phosphorus matches
- Work where they are exposed to radioactive substances
- Work as a firefighter or engineer on a boat
- Oil or clean hazardous machinery in motion
- **Work in any job requiring the possession or use of a firearm***

**Tasks not specifically permitted by the US DOL Secretary of Labor are prohibited.
Legal Work Hours for Teens in Massachusetts**

Note: After 8:00 p.m., all minors must have the direct and immediate supervision of an adult supervisor who is located in the workplace and is reasonably accessible to the minor, unless the minor works at a kiosk, cart or stand in the common area of an enclosed shopping mall that has security from 8:00 p.m. until the mall is closed to the public.*

14 and 15 Year Olds

Work Hours

Only between 7 a.m. and 7 p.m. during the school year

Not during school hours

Only between 7 a.m. and 9 p.m. during the summer
(from July 1 through Labor Day)

Maximum Hours When School Is in Session

18 hours a week

3 hours a day on school days

8 hours a day Saturday, Sunday, holidays

6 days a week

Maximum Hours When School Is Not in Session

40 hours a week

8 hours a day

6 days a week

16 and 17 Year Olds

Work Hours*

Only between 6 a.m. and 10 p.m. (on nights preceding a regularly scheduled school day) – if the establishment stops serving clients or customers at 10:00 p.m., the minor may be employed until 10:15 p.m.

Only between 6 a.m. and 11:30 p.m. (on nights not preceding a regularly scheduled school day).

Exception for restaurants and racetracks: only between 6 a.m. and 12:00 midnight (on nights not preceding a regularly scheduled school day).

Maximum Hours of Work – Whether or Not School is in Session

48 hours a week

9 hours a day

6 days a week

* Indicates a change MA Child Labor Laws, effective date January 3, 2007.