



EDMONDS SCHOOL DISTRICT NO. 15
Human Resources Division

September 2007	GUIDELINES RELATED TO HIRING STUDENTS	II-E
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1. STUDENTS AGE 14 AND OLDER

- A. In the interest of ethics and conscience, the district will abide by to the same standards that are required of non-school employers who hire minors for pay. Here is a summary from WAC 296-125 and Federal Labor Law:

Minimum working age is 14 years.

14 and 15-year-olds:

- can be paid no less than the Federal minimum wage
- can work up to 3 hours on a school day, Monday through Friday and 16 hours during a school week
- can work up to 8 hours a day on a nonschool day, or 40 hours in a nonschool week
- cannot work before 7:00 a.m. or after 7:00 p.m., except during summer break when evening hours are extended to 9:00 p.m.
- must not work more than 4 hours without a meal break (at least 30 minutes), and separate from rest breaks (at least 10 minutes for every 2 hours worked)
- cannot work in warehouse operations; driving a motor vehicle and being an outside helper; power-driven wood working machines; power-driven circular saws, band saws, and guillotine shears; roofing operations; plus other occupations declared hazardous by the Secretary of Labor

16 and 17-year-olds:

- can be paid no less than the state minimum wage
- can work no more than 4 hours per day and 20 hours per week
- cannot work before 7:00 a.m. or after 10:00 p.m. on a school day preceding a school day; all other days, 8 hours per day (midnight – weekends)
- meal breaks – at least 30 minutes. Can't work more than 5 consecutive hours without meal breaks.
- breaks – at least 10 minutes every 3 hours
- can work in any occupation except driving a motor vehicle and being an outside helper; power-driven wood working machines; power-driven circular saws, band saws, and guillotine shears; roofing operations; plus other occupations declared hazardous by the Secretary of Labor

18-year-olds can work in any job for unlimited hours.

- Parent and school permission is required via the Employee Parental and School Authorization Form.
 - Liability belongs to the employer.
- B. Activities performed during the student's day are recognized as learning experiences; class credit may accrue for these activities; internships paid by the

district need to require hours beyond the student's regular day. Pay from the district is provided only for work performed outside the student's day.

- C. Pay for activities performed during the student's day may be provided through an outside agency, e.g. a paid internship sponsored by a service club.
- D. Standard employment practices must be used when hiring students.
- E. Students hired by the district must complete the employment documents through Human Resources prior to starting work.
- F. The possibilities of hiring the disabled and minorities should be considered when considering hiring students.

2. **STUDENTS UNDER THE AGE OF 14**

- A. Students under the age of 14 will **not** be employed by the district.
- B. Gift certificates (**not from District funds**) may be used as appropriate incentives or rewards for students.
- C. Schools may use their building budgets to provide Student Incentive Grants when it is appropriate to provide monetary incentives to students related to participation in learning opportunities outside the classroom such as enrichment programs or specific skill development activities.
- D. Student Incentive Grants may be provided by program managers and principals through accounts payable. The parameters of the incentive grant should be agreed on by the student and principal prior to the student's participation in the activity or program. The student's completion of the activity or program should be evaluated by the principal prior to authorizing payment of the Student Incentive Grant.

3. **EXEMPTION**

School district programs such as Work Adjustment, that provide work skills training as part of the student's course of study, may be exempt from these guidelines if the student's disability affects their productive capacity for the work they perform.

Please call Human Resources if you have any questions.