

EMPLOYEE ORIENTATION CHECKLIST FOR MINORS*

Name: _____	Employee Number: _____
Job Title: _____	Hire Date (Month/Day/Year): _____
Status: <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	Starting Rate of Pay: _____
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Seasonal	<input type="checkbox"/> On-Call <input type="checkbox"/> Rehire

- ☐ Work permits have been obtained and are on file.
- ☐ Employee's legal guardian has signed Form No. B1-1
- ☐ The school district has issued a work permit, Form No. B1-4 (Permit to Employ and Work) for the current school year, and the employer has it on file in the workplace.
- ☐ The employee's work schedule complies with the hours the minor is permitted by law to work, and the number of hours that the minor is permitted to work.
- ☐ Employer has a valid Form B1-1 (Statement of Intent to Employ Minor and Request for Work Permit) for the current school year and it is on file with the school district.
- ☐ The employer has notified the workers' compensation carrier of the employment of a minor.
- ☐ The minor is paid minimum wage and overtime if applicable. (Minors typically are not allowed to work more than eight hours in a day.)
- ☐ The minor employee will not drive a motor vehicle on public highways and streets.