



WORKSITE SUPERVISOR MANUAL





The goal of SkillSource is to increase employment and improve the economy by assisting jobless people with work in North Central Washington and the Columbia Basin.

We accomplish this by helping businesses find, train and manage their employees. Our role locally is to see that federal tax dollars are recycled back into the economy to stimulate the business economy.

Funding provided by the Workforce Innovation & Opportunity Act (WIOA) comes through the Department of Labor. WIOA unites the private business and the public sector in providing training services so that an individual can develop skills or “competencies” that will enable him/her to enter and compete in an unsubsidized labor market.

Some of the training activities that are offered are - summer jobs; job assistance to teach fundamentals of job seeking; on-the-job training and internships, where participants obtain hands on experience while training; customized training (groups of people trained in classroom setting in a demand occupation); classroom training (individuals trained in a vocational school); remedial education; counseling; testing and labor market information workshops; and work experience in the private and public sector for a limited period. Supportive assistance in the form of transportation, work clothing, childcare, etc., can be provided as needed.



THE SUPERVISOR'S ROLE IN ONE-ON-ONE TRAINING

One-on-one training is usually conducted either by the supervisor or by an experienced subordinate. Although not every supervisor has the time to train his or her employees personally, there are several distinct advantages to having the supervisor act as on-the-job trainer:

- The supervisor has built-in authority
- It keeps the supervisor in touch with the skills he or she will be looking for in new hires
- It increases supervisors' commitment to the program

WHAT ARE THE QUALITIES OF A GOOD TRAINER?

Here are some of the qualities of a competent trainer:

- Technical expertise in the skills being taught.
- Leadership – the kind of person who sets an example that subordinates want to follow.
- Knowledge of training methods, and experience in using them.
- Concern – for their employees' feelings and for the success of the training program.

THE STEPS INVOLVED IN ONE-ON-ONE TRAINING

Aside from possessing the right personal characteristics and training experience, supervisors who act as on-the-job trainers must have a thorough understanding of exactly what one-on-one training is and how it works. The specific steps involved are outlined.

PREPARATION

There are three steps that should be followed before you begin any on-the-job training:

- 1. EVALUATE THE TRAINEE:** Find out how much experience he or she has had. Try to evaluate his or her "frustration level" as well.
- 2. DEFINE THE JOB:** A careful review of the job description is a good starting point. Then the job should be broken down on a step-by-step basis; all the necessary operations should also be listed in the order in which they are performed. "Key points" should also be listed – things like safety considerations and tips for making the job easier.
- 3. HAVE EVERYTHING READY:** The workstation at which the trainee is to be trained should be prepared in advance. All the right materials should be there, and equipment should be in working order.

THE INSTRUCTION PROCESS

There are six basic steps to follow in one-on-one training:

1. EXPLAIN THE SKILLS OR TECHNIQUES TO BE MASTERED

Start new trainees out on simple, repetitive tasks to increase their self-confidence. Explain each task step-by-step and encourage the trainee to ask questions if he or she doesn't understand.

2. DEMONSTRATE THE JOB

Depending upon the complexity of the job, it can be demonstrated one task at a time (following the steps outlined here) or as a unit. Demonstrate how each task is performed.

3. ASK THE TRAINEE TO DO IT

The trainee should now duplicate what you have just demonstrated.

4. GIVE FEEDBACK BASED ON THE TRAINEE'S PERFORMANCE

If the trainee has done the job correctly, he or she should be praised. If errors were made, point them out.

5. MAKE ADJUSTMENTS UNTIL THE SKILL HAS BEEN LEARNED

Let the trainee try again, until he or she can perform the job or task with a reasonable degree of confidence.

6. FOLLOW-UP

Follow-up with trainee to make sure that the trainee is making a satisfactory adjustment to the job and that the job is being done properly. Let the trainee know that you or one of your subordinates are available if he or she has any questions or problems.

Following up on your trainee's progress may be the most important step of the six outlined above. Your ongoing support and guidance are critical to ensuring long-term success on the job. Here are some suggestions for how you can provide this support:

DOUBLE CHECK THEIR WORK

Observe trainees on a regular basis to make sure they're on the right track. If a trainee makes a mistake, reassure that individual that you are confident of his or her abilities and will work closely with him or her to improve.

SOLICIT FEEDBACK

Approach your trainees and ask if they're having any problems, because even if a trainee seems to be getting the hang of a job, he or she may still be having a tough time understanding certain aspects of the work.

GIVE ENCOURAGEMENT

Most trainees need a great deal of positive reinforcement before they can work up to their full potential, so you should always tell them when they've done a good job. It will help them build confidence as workers and continue to improve their skills.

SUPERVISOR TRAINING TIPS

Enclosed is a sample training agreement which outlines the responsibilities of the participants, supervisor, and training coordinator. Some suggestions we have found helpful for the supervisor are:

1. ORIENTATION

The orientation helps workers become accustomed to the job and to co-workers so that they feel necessary, welcome and willing to work. Breaking-in a new worker effectively involves these elements:

- Plan for orientation and welcome the worker.
- Explain the structure of the company and department
- Describe the worker's responsibilities
- Define your role as supervisor
- Establish relationships with other workers

2. WORKSITE GUIDELINES

- Have work lined out each day so the participant is kept busy. If the supervisor is going to be away for an extended time, provision should be made for secondary supervision.
- The supervisor, participant and training coordinator will all sign the training agreement to show each has read and understands the agreement.
- Any private for profit or private non-profit business that is a worksite for youth **must** post their own minor work permit and SkillSource's minor work permit. It is also very important for everyone at the worksite to be aware of the Department of Labor and Industries' Minor Work Regulations and follow them when minors are employed.
- Participants may not be placed on training sites which are hazardous, unsanitary or dangerous. Care should be taken at all times to provide safe and healthful placements.

3. COMMUNICATION

- Two people can see the same message differently because they have different backgrounds and experiences. Be sensitive about how another person will respond to the language you use.
- Select the right time and place to give your message and also pick the right medium (one-on-one, e-mail, etc.) for your message. If you need a record, document it.

4. DEVELOPING COMPETENT WORKERS

One way to increase a trainee's competence is to plan a sequence of tasks and jobs which moves from the simple to the more complex. This will help you both plot a course or grow toward increased competence and help you organize the flow of work.

Plan trainee development by:

1. Setting the standards you want the trainee to meet.
2. Planning to move the trainee toward the goal by using benchmarks with which you can measure the trainee's progress
3. Evaluating the trainee's progress according to the benchmarks in your plan
4. Planning for the future.

The purpose of performance evaluation is to improve performance and plan for the future. Discuss the trainee's performance with them from time to time so that they will know

whether they are meeting work standards.

5. PROBLEM SOLVING

A work problem exists when there is a situation, behavior or relationship that prevents you and your workers from getting the job done.

Solving problems involves three major steps:

1. Define the problem and obtain facts needed to determine course of action.
2. Develop alternative solutions and select the best one
3. Implement the solution and follow-up

Problems with worker's performance or behavior will present themselves through symptoms. Try to determine if the symptoms come from a performance problem, a behavior problem, or other situation. Performance problems can be remedied by more training. Behavior problems can be solved by using constructive discipline.

Use constructive discipline when a worker knowingly violates work rules or deliberately prevents work from being done.

CORRECTIVE ACTION POLICY

Corrective action may be taken when a training coordinator, worksite supervisor and participant have had an opportunity to evaluate the problem. The following steps are suggested:

1. Verbal or written communication regarding the problem conducted with the participant, worksite supervisor, and/or training coordinator.
2. Corrective action to solve the problem outlined either by verbal or written communication with all parties.
3. Failure to comply with corrective action to resolve the problem after corrective measures have been outlined verbally or written with all parties involved, will result in dismissal from worksite and may result in termination from the program altogether.

A sample of the corrective action record follows.

CORRECTIVE ACTION RECORD

Participant _____

Job Title _____

Worksite _____

Supervisor _____

WARNING

Substandard Work _____

Appearance _____

Tardiness _____

Attitude _____

Absenteeism _____

Other _____

Has the participant been previously warned? _____ Yes ___ No

Comments:

TRAINING COORDINATOR REMARKS

PARTICIPANT REMARKS RE: VIOLATION

The absence of any statement on the part of the **PARTICIPANT** indicates his/her agreement with the report as stated.

ACTION TO BE TAKEN

Approved by _____

Training Coordinator Date

Supervisor Date

I have read this “warning” and understand it.

Participant’s signature _____

Date _____

WORK EXPERIENCE

Work experience training consists of part-time or full-time work (subsidized employment) under close supervision to provide basic work maturity skills. Progress will be evaluated by the worksite supervisor and training coordinator and will be measured in terms of the work maturity benchmarks listed later in this handbook. The training coordinator works with the worksite in making placements based on the interests and needs of the participants and the needs of the worksite. Whenever possible, several participants are referred to the worksite for interviews; they choose the participants most suitable to the needs of the worksite.

Compensation is the higher of the State or Federal minimum wage for all participants. All work activity training participants are covered by Washington State Industrial Insurance through SkillSource. Worksite supervisors and participants are responsible to report all accidents immediately to the SkillSource office and document the accident with the "Accident Report" form.

The work training may vary in length depending on many circumstances. Training end dates are specified on the training agreement, but subject to change due to budget and other constraints. Employing agencies/businesses should understand that participants may be required to attend remedial classes, pre-employment workshops, and to seek unsubsidized employment when appropriate. Notice of attendance to classes and workshops will be provided to worksites but obtainment of unsubsidized employment may at times result in limited notice.

Trainees may participate in such activities as pre-employment skills training and basic education classes. Trainees scheduled to participate in such activities may receive compensation by SkillSource.

INTERNSHIP

Internships are used for occupational training for existing positions with private, public, or non-profit businesses. Occupational training objectives are developed with the training site. These objectives should be competency based and, when possible, incorporate basic skills or other criteria relating to workplace competency. SkillSource pays a training wage equivalent to the employer's entry level wage for the specific training position.

SUPPORTIVE SERVICES

The following supportive services may be available to help participants maintain and complete training: transportation, child care (in compliance with applicable state and local standards), work clothing, tools, or classes, other items related to successful completion of work experience, internship, or on-the-job training.

MINOR WORK REGULATIONS

Any private for profit or private non-profit business that is a worksite for youth **must** post their own minor work permit and SkillSource's minor work permit. Additionally, you must read and follow minor work regulations. If you have any questions, contact your Training Coordinator. SkillSource will provide a summary of the regulations and SkillSource's minor work permit. A copy of the Parent/School Authorization for Employment of a minor is included for your information. An authorization must be signed by the parent/guardian and by a school representative if the trainee is in school at the time he/she enters a work based training activity.

ON-THE-JOB TRAINING

BUSINESS EMPLOYMENT SERVICES

On-the-Job Training (OJT)

On-the-job training utilizes private and public employers to train eligible participants. OJT provides specific skill training and may also include related classes, workshops or specialized training. Payment for up to 50 percent of gross wages may be made to SkillSource employers in consideration of training SkillSource employees. Payment for supplemental training costs may be made to businesses or other vendors outlined on the training agreement.

On-the-job training agreements will be arranged between the business providing the training, the participant and the SkillSource training coordinator. The length of training, amount to be reimbursed and reimbursement schedules are documented in a written agreement (OJT agreement) between SkillSource and the training employer. The OJT agreement also specifies the job description and training plan for the participant agreed upon by the business or agency, participant and training coordinator.

The training agreement describes the OJT performance schedule and training plan. Monthly payments will be made based on actual hours worked. Each contract with an OJT employer shall be periodically monitored onsite to assure the validity and propriety of amounts claimed for reimbursement, which must be substantiated by payroll records, and that training is being provided as specified in the contract.

PERSONNEL SERVICES

SkillSource helps businesses find the right person for the right job. Personnel services include writing or updating job descriptions, recruitment and screening. SkillSource coordinates with Employment Security and other agencies to recruit applicants. Screening includes aptitude and interest testing, personal interviewing and reference checking.

Applicants referred through SkillSource are motivated and want to work. Many are fresh out of vocational school or have years of experience in occupations that have changed.

Many SkillSource applicants attend ACE (Action for Career Employment), a class taught by SkillSource. The class builds self-esteem, teaches positive work attitudes and reinforces employer's expectations.

ACCIDENT INSURANCE

All work experience and internship participants are covered by Washington State Industrial Insurance. All accidents should be reported to the immediate supervisor and training coordinator. If medical attention is needed, the supervisor will assist the participant in getting this aid. The doctor's will have the necessary accident report forms for claiming Industrial Insurance. **Do no complete the employer section of this claim; mail the claim promptly to:**

**SkillSource Accounting Office
240 N. Mission Street
Wenatchee, WA 98807**

Copies of employee's and supervisor statement of accident report are included for our information. A report form must be completed by the employee and supervisor immediately following an accident which has occurred at the worksite during training period and during working hours. Worksites will be responsible for maintaining copies for their records and submitting the original to SkillSource.

TIMESHEETS AND PAYROLL SCHEDULE

The responsibility of submitting participants timesheets in a timely manner following payroll schedule will be a dual responsibility of the worksite supervisor and participants. Complete all timesheets in ink (**pencil is unacceptable**) and have both supervisor and participant signature's present before mailing to the training coordinator to prevent any unnecessary delays in payday for the participant.

Cross-outs and/or white-outs are *unacceptable* unless each and every cross-out or white-out is initialed by both the participant and the supervisor. Work training participants are not entitled to sick time or holiday pay.

Only authorized supervisors are allowed to sign participant timesheets. Timesheets should be mailed or delivered to the **SkillSource** office by the worksite supervisor.

**ACCIDENT REPORT
SUPERVISOR STATEMENT:**

Supervisor's Name _____ Date: _____

Exact time reported to you: _____ Who reported it? _____

Did anyone witness accident? Name(s): _____

After you investigated accident, report what happened: _____

Did this accident require First-aid? _____ What Kind? _____

Did this accident require doctor treatment (Yes/No): _____

Has this employee been properly trained in the job he/she was performing? _____

What was the cause of this accident?:

Carelessness _____ Someone else _____ Other _____

Explain: _____

EXPLAIN IN DETAIL: What part of the body was injured – **BE SPECIFIC**; i.e. (on back, lower, middle, upper; left, right, back or front – part of the body injured):

SUPERVISOR'S SIGNATURE: _____ **Date** _____

Please see that this form is completed promptly, and returned to SkillSource as soon as possible.

**ACCIDENT REPORT
EMPLOYEE STATEMENT:**

Employee Name _____ Job Title: _____

Exact time of injury: _____ Date of Injury: _____

Name(s) of Witness(es): _____

Summarize what you think happened: _____

What I could have done to avoid this accident: _____

EXPLAIN IN DETAIL: What part of the body was injured – **BE SPECIFIC**; i.e. (on back, lower, middle, upper; left, right, back or front – part of the body injured):

Would you be willing to perform light duty work during your recovery?: _____

Date and Time you sought medical attention: _____

Whom did you see?: _____ Hospital/Office?: _____

EMPLOYEE SIGNATURE: _____ **Date** _____

This form to be returned to the SkillSource Accounting Office – 240 N. Mission Street, Wenatchee, WA 98801 as soon as Employee and Supervisor have completed their reports.

Date SkillSource received report: _____

SIGNATURE: _____ **DATE** _____

WENATCHEE CENTER

233 NORTH CHELAN STREET

WENATCHEE, WA 98801

509-663-3091

WA Relay 711

FAX: 509-663-5649

MOSES LAKE CENTER

309 E Fifth Avenue

MOSES LAKE, WA 98837

509-766-6300

WA Relay 711

FAX: 509-766-0452

OTHELLO CENTER

165 N First

Othello, WA 99344

509-488-1670

WA Relay 711

WORKSOURCE OKANOGAN

126 S Main St

Omak, WA 98841

(509) 826-7310

WA Relay 711

**SKILLSOURCE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM. AUXILIARY AIDS AND SERVICES ARE
AVAILABLE UPON REQUEST TO INDIVIDUALS WITH DISABILITIES. WA RELAY 711**

Teens at Work: Facts for Employers, Parents and Teens

This brochure covers all industries other than agriculture.



This brochure answers many questions employers, teen workers and parents have about non-agricultural work rules, permits and conditions for working minors, including teens working in their family's non-agricultural business.

What does an employer have to do to hire minors?

Post a current Minor Work Permit endorsement

Employers need a Minor Work Permit endorsement on their business license for each work site where they employ minors. They can apply to get one with the business license application through the Department of Revenue's Business Licensing Services (www.bls.dor.wa.gov) or any L&I office. The business license with current Minor Work Permit endorsement must be posted and renewed every year.

Keep specific information on file for each minor worker

An employer must have the information below about each minor worker on file at the minor's work site and maintain these records for three years from the last date of the minor's employment:

Proof of age

The date of birth must be supported by proof:

- Driver's license.
- Birth certificate.
- Passport.
- Baptismal record.
- Notarized statement of a parent or guardian.

Job description

The job description must include a complete description of duties.

A Parent/School Authorization form

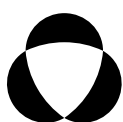
If the student is working during the school year, a *Parent/School Authorization* form must be completed by the employer and kept on file at the minor's work site. The employer must complete this form before obtaining signatures from the employee, parent/guardian and school representative. The employer needs to renew this form every school year by Sept. 30, or when the minor's schedule changes. If the minor has their General Education Diploma (GED) or high school diploma or is home schooled, parents may certify this on the form.

Parents and schools may adjust the minor's work schedule if academic performance or attendance is suffering due to working too many hours.

A *Parent Authorization for Summer Work* form is required for minors who are hired during summer break only.

What is the minimum age to work?

Youth must be 14 years old to work at non-agricultural jobs. A child younger than 14 can work if the employer completes the *Court Form Granting Permission* and *Employer Petition to the Court* forms (available from L&I) and has them signed by a superior court judge in the county where the minor lives.



Washington State Department of
Labor & Industries
Employment Standards / Workplace Rights

Upon request, foreign language support and formats for persons with disabilities are available. Call 1-800-547-8367. TDD users, call 360-902-5797. L&I is an equal opportunity employer.

What is the minimum wage for minor workers?

The minimum wage for 16- and 17-year-old workers is the same as for adults. Minors under 16 may be paid 85% of the state minimum wage. Find out more at: www.Lni.wa.gov/Wages.

What about meal and rest breaks?

Fourteen- and 15-year-old workers may not work more than four hours without a 30-minute uninterrupted meal period. The meal period must be separate from, and in addition to, rest breaks. These minors must be provided a paid rest break of at least 10 minutes for every two hours worked. When working a four-hour period, they cannot be required to work more than two hours without either a 10-minute rest break or a 30-minute meal period.

Sixteen- and 17-year-old workers are entitled to an uninterrupted meal period of at least 30 minutes for every five hours of work. These meal periods must start no less than two hours but no more than five hours from the beginning of their work shift. These minors are entitled to at least a 10-minute paid rest break for each four hours worked. They must receive a rest break at least every three hours.

What about paid sick leave?

Paid sick leave must be provided for most employees, including workers under the age of 18. Eligible employees must earn one hour of paid sick leave for every 40 hours they work. They may begin using it after 90 days of employment. Find out more at: www.Lni.wa.gov/SickLeave.

When can 16- and 17-year-olds work extra hours?

If there is “good cause” why a 16- or 17-year-old needs to work more hours per week than shown on the back page, the employer can apply for a variance.

Special variance — up to 28 hours per week

Many older teens have a reduced school schedule or have shown that they are able to work additional hours on top of their school schedule and extracurricular activities. The parents and the public or private school can grant permission to work up

to eight extra hours during the school week. They must complete the special variance section of the *Parent/School Authorization* form. This does not apply to homeschooled students.

Regular variance — more than 28 hours per week

If the extra hours provided by the special variance are not enough, or if the minor does not qualify for the special variance, the employer can request a regular variance.

Theatrical variance

Youth may be employed as actors, performers or models in film, video, audio or theatrical productions in Washington State under certain conditions. These conditions apply if the minor is working in Washington — regardless of where they live. In most cases, employers must complete and submit a *Theatrical Minor Work Variance Application* to L&I.

No work for minors during school hours

Minors are prohibited from working during the hours that their neighborhood school is in session. For example, if the neighborhood school website shows that school is in session from 8 a.m. to 3 p.m., the minor **may not** work between those hours. This also applies to homeschooled minors and those not enrolled in school. If an employer wants a minor to work during school hours, the employer must apply for a variance.

Are there exemptions for hours of work?

A 16- or 17-year-old may work non-school hours during the school year if he/she is:

- Married.
- A parent.
- Registered in accredited college course(s), including Running Start.
- Emancipated by court order.

Minors who have a high school diploma or GED may also work non-school hours during the school year.

Prohibited work for teens

Some jobs are potentially hazardous for young workers. Washington State and federal laws spell out which jobs are prohibited.

All minors under 18 are prohibited from doing the following work in any industry (refer to WAC 296-125-030 for more detail):

Restaurants, delis and grocery stores

- Operating meat slicers or powered bakery equipment such as a Hobart mixer.
- Regular driving of motor vehicles to make deliveries, such as pizza delivery. (No driving on public roads for those 16 or under.)
- Working at heights greater than 10 feet off the ground or floor level.
- Loading, operating or unloading of paper balers and compactors.
- Work in freezers (occasional entry not prohibited), meat coolers and in preparing meats for sale. Wrapping, sealing, labeling, weighing, pricing and stocking is permitted if work is performed away from meat-cutting and preparation areas.
- Slaughtering, meatpacking or food processing.
- Working alone past 8 p.m. without supervision by someone 18 years or older who is on the premises at all times, in service occupations.

Construction and related activities

- Roofing — All work on or around a roof.
- Working at heights greater than 10 feet off the ground or floor level.
- Driving, or working near, a forklift.
- Wrecking and demolition.
- Hoists and cranes.
- Flagging and work on roadways.
- Trenching or excavating.
- Boilers or in engine rooms.

- Power-driven woodworking or metal-forming machines.
- Earth-moving machines or working in proximity to earth-moving machines.
- Explosives and mining.

Other prohibited duties

- 17-year-olds may drive only under very limited circumstances.
- Firefighting.
- Logging and sawmill work.
- Selling candy, flowers or other items to motorists on a public roadway.
- Manufacturing of brick, tile and similar products.
- Jobs where exposures require the use of respiratory protection or hearing protection.
- Nurses' aide or nurses' assistant, unless the minor is in or has completed a state-certified training program.
- Jobs with possible exposure to bodily fluids, or radioactive and hazardous substances.

Additional prohibited duties for minors under age 16 (WAC 296-125-033)

- House-to-house sales.
- Cooking and baking.
- Any power-driven machinery.
- Construction.
- Manufacturing.
- Commercial packing and processing operations.
- Public messenger.
- Amusement park rides.
- Loading or unloading trucks.
- Transportation, warehouse, storage and work around conveyors.
- Any work above ground, including ladders.
- Maintenance and repair in gas stations.

What hours are teens under 18 allowed to work in non-agricultural jobs?

	Hours per day	Hours per week	Days per week	Begin	Quit
14–15 year-olds					
School weeks	3 hours (8 hours Sat.–Sun.)	16 hours	6 days	7 a.m.	7 p.m.
Non-school weeks	8 hours	40 hours	6 days	7 a.m.	7 p.m. (9 p.m. June 1 to Labor Day; this is a federal rule)
16–17 year-olds					
School weeks	4 hours (8 hours Fri.–Sun.)	20 hours	6 days	7 a.m.	10 p.m. (Midnight Fri.–Sat.)
School weeks with a special variance from school	6 hours (8 hours Fri.–Sun.)	28 hours	6 days	7 a.m.	10 p.m. (Midnight Fri.–Sat.)
Non-school weeks	8 hours	48 hours	6 days	5 a.m.	Midnight

Please note:

- An adult must supervise minors working after 8 p.m. in service occupations, such as restaurants and retail businesses.
- Overtime rules apply for all hours worked over 40 in one week.
- These rules also apply to home-schooled teens and teens not enrolled in school.

What are the penalties for violating non-agricultural child labor laws?

Permit revocation

L&I can revoke an employer's Minor Work Permit if proper working conditions are not being met or if there are conditions that are detrimental to the health, safety or welfare of minor workers.

Penalties

L&I can assess civil penalties on employers in violation of child labor laws. The size of the civil penalty depends on the severity of the violation. Violations that result in the death or permanent disability of a child may result in a Class C felony charge. An employer who knowingly or recklessly violates child labor laws may be charged with a gross misdemeanor. Under federal law, child labor violations by employers may be subject to a civil penalty up to \$11,000 for each minor worker.

PUBLICATION F700-022-000 [10-2018]

Employer checklist

Here's a checklist of what an employer needs when hiring a minor:

- ☐ A Minor Work Permit endorsement
- ☐ A signed *Parent/School Authorization* form or *Parent Authorization for Summer Work*
- ☐ Proof of minor's age
- ☐ Personal data and employment description

For more information

www.Lni.wa.gov/TeenWorkers

TeenSafety@Lni.wa.gov

1-866-219-7321

Federal laws

(U.S. Department of Labor, Wage and Hour Division):

www.youthrules.dol.gov

www.osha.gov/SLTC/teenworkers

206-398-8039