



# Oregon

Bureau of Labor and Industries

Brad Avakian  
Commissioner

THIS CERTIFICATE MUST BE POSTED IN A CONSPICUOUS LOCATION

VALIDATION DATE: 02/10/10  
EXPIRATION DATE: 02/28/11  
EMPLOYER NUMBER: 21420

PORTLAND STATE UNIVERSITY  
PO BOX 751, PAM HUTCHINS, HR DEPT.  
PORTLAND, OR 97207 - 0751

THIS EMPLOYMENT CERTIFICATE 116150  
AUTHORIZES PORTLAND STATE UNIVERSITY  
TO EMPLOY MINORS UNDER THE FOLLOWING CONDITIONS: Ages 16-17 Only

**DUTIES TO BE PERFORMED:**

GENERAL OFFICE; LAB SUPPORT; COMPUTER OPERATOR; GENERAL LABORER; OCCASIONAL  
HEAVY LIFTING; MICRO COMPUTER HARDWARE/SOFTWARE SUPPORT.

(VARIOUS DEPARTMENTS ON CAMPUS)

**OPERATION OF POWER DRIVEN MACHINERY/EQUIPMENT:**

COMPUTER.

**RESTRICTIONS:**

NO DRIVING ON PUBLIC ROADS UNDER 18 YRS. 17 YR OLDS ONLY WITH RESTRICTIONS. HO#2.  
MINORS MAY NOT BE REQUIRED TO LIFT ANY WEIGHT WHICH IS TOO GREAT FOR THE INDIV.

Child Labor Unit

**PORTLAND**  
800 NE Oregon St. Suite 1045  
Portland, OR 97232-2180  
(971) 673-0761  
Fax (971) 673-0762  
Oregon Relay TTY (800) 735-2900

**EUGENE**  
1400 Executive Parkway, Suite 200  
Eugene, OR 97401-2158  
(541) 686-7623  
FAX (541) 686-7980

**BEND**  
Worksource Bend  
1645 NE Forbes Rd, Ste 106  
Bend, OR 97701-4990  
(541) 322-2435  
FAX (541) 389-8265

Telephone: (971) 673-0836

**MEDFORD**  
119 N Oakdale Ave.  
Medford, OR 97501-2629  
(541) 776-6270  
FAX (541) 776-6284

**SALEM**  
3865 Wolverine St. NE; E-1  
Salem, OR 97305-1268  
(503) 378-3292  
FAX (503) 373-7636

**PENDLETON**  
1327 SE 3<sup>rd</sup> St.  
Pendleton, OR 97801-4101  
(541) 276-7884  
FAX (541) 276-5767

[www.oregon.gov/boli](http://www.oregon.gov/boli)  
AN EQUAL OPPORTUNITY EMPLOYER

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**BUREAU OF LABOR AND INDUSTRIES**  
**SUMMARY OF CHILD LABOR LAWS**

**RETAIN THIS INFORMATION FOR YOUR REFERENCE**

<p><b><u>WORKING HOURS (NON AGRICULTURE*)</u></b></p> <p style="text-align: center;"><b><u>14 AND 15 YEAR-OLDS</u></b></p> <p style="text-align: center;"><b><u>When School is in Session</u></b></p> <ul style="list-style-type: none"> <li>• 3 hours per day, 8 hours on non-school days, 18 hours per week maximum</li> <li>• Only between 7:00 am and 7:00 pm</li> <li>• Working is not allowed during school hours</li> </ul> <p style="text-align: center;"><b><u>When School is not in Session</u></b></p> <ul style="list-style-type: none"> <li>• 8 hours per day, 40 hours per week maximum</li> <li>• From June 1 through Labor Day: 7:00 am to 9:00 pm</li> </ul> <p style="text-align: center;"><b><u>16 AND 17 YEAR-OLDS</u></b></p> <ul style="list-style-type: none"> <li>• Any hours</li> <li>• 44 hours per week maximum</li> </ul>	<p><b><u>MINIMUM WAGE:</u></b> The minimum wage is \$8.40 per hour beginning January 1, 2010.</p> <p><b><u>MEALS:</u></b> Meal periods of at least 30 minutes must be provided no later than five hours and one minute after the minor reports to work. Minors 14 and 15 years of age must be fully relieved of work duties during this time. Minors who are 16 and 17 years of age may work during a meal period, but must be paid for their time. This is permitted only if the nature of the work prevents the minor from being relieved from all duty.</p> <p><b><u>BREAKS:</u></b> Rest periods of at least 15 minutes must be provided during each four hours (or major portion) of work time.</p> <p><b><u>ADEQUATE WORK:</u></b> Adequate work must be provided if the employer requires the minor to report to work. Adequate work means enough work (or compensation in lieu of work) to earn at least one-half of the amount earned during the minor's regularly scheduled hours to work.</p> <p><b><u>RECORDS AVAILABILITY:</u></b> Records shall be preserved and maintained for a period of at least two years. The records should be maintained in a safe and accessible place and they shall be made available, upon request, for inspections and transcriptions by authorized representatives.</p>
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**HAZARDOUS AND PROHIBITED OCCUPATIONS**

The Wage and Hour Commission has determined that the following occupations are particularly hazardous for the employment of minors under 18 and employment in these occupations is prohibited: (This is not a complete list)

<p style="text-align: center;"><b><u>PROHIBITED FOR MINORS UNDER 18</u></b></p> <ul style="list-style-type: none"> <li>• Manufacturing, storing and using explosives</li> <li>• Motor vehicle driving (prohibited for minors 16 and under; permitted under limited circumstances for minors 17 years of age.)</li> <li>• Motor vehicle outside helper</li> <li>• Coal mining</li> <li>• Logging and sawmilling</li> <li>• Using power-driven woodworking machines</li> <li>• Where there is exposure to radioactive substances</li> <li>• Using power-driven hoisting apparatus</li> <li>• Using power-driven metal-forming, punching, and shearing machines</li> <li>• Mining, other than coal-mining</li> <li>• Slaughtering or meat-packing, processing or rendering</li> <li>• Using power-driven bakery machines</li> <li>• Using power-driven paper-products machines</li> <li>• Manufacturing brick, tile and kindred products</li> <li>• Using power-driven circular saws, band saws, and guillotine shears</li> <li>• Wrecking, demolition, and ship-breaking operations</li> <li>• Roofing operations</li> <li>• Excavation operations</li> <li>• Messenger service between the hours of 10:00 pm and 5:00 am</li> </ul>	<p style="text-align: center;"><b><u>PROHIBITED FOR MINORS UNDER 16</u></b></p> <ul style="list-style-type: none"> <li>• Baking and certain cooking occupations</li> <li>• Commercial docks</li> <li>• Construction (alteration, repair, painting, or demolition of buildings, bridges, and structures)</li> <li>• Firefighting</li> <li>• Grain elevators</li> <li>• Gravel or sand plant or bunker</li> <li>• Land clearing (with blasting or presence of heavy equipment)</li> <li>• Logging operations</li> <li>• Lumber loading</li> <li>• Mechanical amusements</li> <li>• Operation of power-driven mowers, cutters and blowers</li> <li>• Surveying</li> <li>• Window cleaning (outside above ground)</li> <li>• Wood cutting, sawing</li> <li>• All kinds of work in workshops or any premise, room, or place where power-driven machinery is used in or incidental to adapting articles or goods for sale</li> <li>• ONLY office work is allowed in the following operations: <ul style="list-style-type: none"> <li>- auto wrecking yards - junk dealer - water works</li> <li>- lumbering - motor vehicles (transportation)</li> </ul> </li> </ul>
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\*Specific rules apply for the employment of minors in agriculture. For more information, contact the Child Labor Unit in Portland at (971) 673-0836.

THE ABOVE INFORMATION IS ONLY A SUMMARY--FOR MORE COMPLETE INFORMATION, CONTACT THE BUREAU'S TECHNICAL ASSISTANCE FOR EMPLOYERS UNIT AT (971) 673-0824, OR REFER TO THE BUREAU'S WEBSITE AT [www.oregon.gov/boli](http://www.oregon.gov/boli).

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**OREGON STATE AND FEDERAL WAGE AND HOUR LAWS  
PERTAINING TO THE OPERATION OF MOTOR VEHICLES  
BY MINOR EMPLOYEES  
IN NON-AGRICULTURAL EMPLOYMENT**

Under both state and federal regulations, **no employee under 17 years of age employed in non-agricultural employment may be employed to drive on public roadways as part of his or her job.**

Seventeen-year-olds employed in *non-agricultural* employment may drive on public roadways as part of their employment, but only if the following requirements are met:

- The driving is limited to daylight hours;
- The 17-year-old holds a State license valid for the type of driving involved in the job performed;
- The 17-year-old has successfully completed a State approved driver education course and has no record of any moving violation at the time of hire;
- The automobile or truck is equipped with a seat belt for the driver and any passengers and the employer has instructed the youth that the seat belts must be used when driving the vehicle;
- The automobile or truck does not exceed 6,000 pounds gross vehicle weight;
- The driving does not involve:
  - Towing vehicles;
  - Route deliveries or route sales;
  - Transportation for hire of property, goods, or passengers;
  - Urgent, time-sensitive deliveries;
  - Transporting more than three passengers, including employees of the employer;
  - Driving beyond a 30 mile radius from the youth's place of employment;
  - More than two trips away from the primary place of employment in any single day to deliver the employer's goods to a customer (other than urgent, time-sensitive deliveries which are prohibited);
  - More than two trips away from the primary place of employment in any single day to transport passengers, other than employees of the employer; and,
- Such driving is only occasional and incidental to the 17-year-old's employment. This means that the youth may spend no more than one-third of the worktime in any workday and no more than 20 percent of the worktime in any workweek driving.

Minors employed in *agricultural* employment are exempt from these restrictions under both state and federal law.

If you have any questions regarding application of the child labor law, you may contact the Bureau of Labor and Industries' Technical Assistance for Employers Unit at (971) 673-0824 or the US Department of Labor, Wage and Hour Division at (503) 326-3057.