



VAL HOYLE  
Labor Commissioner

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JUN 14 2022

Human Resources

Dear Employer,

Enclosed is your Annual Employment Certificate, as well as a Summary of Child Labor Laws (see reverse side).

You are being issued one Employment Certificate for your business. If you have multiple locations employing minors, you are required to provide a copy of the certificate and summary to the manager of each location. Please request each manager to review the summary and post a copy of the certificate in a conspicuous place where all employees can readily read it.

For information on child labor laws related to specific occupations and industries, please visit [oregon.gov/boli/childlabor/summaries](http://oregon.gov/boli/childlabor/summaries) for more summaries and fact sheets.

You will be mailed a Renewal Reminder 4 to 6 weeks before your certificate expires. If you would like to make changes to your certificate before then, including adding locations, duties, machinery, or age groups, you must submit a Notice of Change within 15 days of the changes being made ([oregon.gov/boli/employers/Pages/notice-of-change.aspx](http://oregon.gov/boli/employers/Pages/notice-of-change.aspx)).

If you have questions on how child labor laws apply to your business, please contact Technical Assistance for Employers at (971) 673-0824 or [ta.email@boli.oregon.gov](mailto:ta.email@boli.oregon.gov).

If you have questions about your Employment Certificate, or other child labor permits, please contact the Child Labor Unit at (971) 353-2289 or [child.labor@boli.oregon.gov](mailto:child.labor@boli.oregon.gov).

Thank you,

Gabe Salinas  
Oregon Bureau of Labor and Industries  
Wage and Hour Division – Child Labor Unit  
Phone: (971) 353-2289  
[gabe.salinas@boli.oregon.gov](mailto:gabe.salinas@boli.oregon.gov)





BUREAU OF LABOR AND INDUSTRIES

SUMMARY OF CHILD LABOR LAWS

For more information, contact the Bureau of Labor and Industries 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).

**WORKING HOURS FOR 14 AND 15 YEAR-OLDS**

**When School is in Session**

- 3 hours per day, 8 hours on non-school days, 18 hours per week maximum
- Only between 7:00 am and 7:00 pm
- Working is not allowed during school hours

**When School is Not in Session**

- 8 hours per day, 40 hours per week maximum
- From June 1 through Labor Day: 7:00 am to 9:00 pm

**WORKING HOURS FOR 16 AND 17 YEAR-OLDS**

- Any hours
- 44 hours per week maximum

**MINIMUM WAGE:** All minors must be paid the applicable minimum wage. Visit [www.oregon.gov/boli/WHD/OMW](http://www.oregon.gov/boli/WHD/OMW) for more information.

**MEALS:** Meal periods of not less than 30 minutes must be provided to non-exempt minor employees who work six or more hours in one work period.

**BREAKS:** Rest periods of at least 15 minutes must be provided during each four hours (or major portion) of work time.

**ADEQUATE WORK:** 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.

**PARTIAL LIST OF HAZARDOUS AND PROHIBITED OCCUPATIONS**

**PROHIBITED FOR ALL MINORS UNDER 18**

- Contact with/operating power-driven food slicers, grinders and choppers (includes cleaning, even if unassembled)
- Motor vehicle driving, including motor vehicle outside helpers, (except under limited circumstances for minors 17 years of age)
- Operating, repairing and cleaning bakery machines
- Lumber mill, logging and sawmilling occupations
- Tasks performed in connection with active forest fires
- Operating balers, metal strap banders and compactors
- Operating power-driven hand drills; sanders; woodworking machines
- Excavating and working in trenches over 4' in depth
- Roofing and related occupations
- Operating power-driven hoisting apparatus and lifts
- Manufacturing, storing and using explosives
- Operating power-driven metal forming, punching and shearing machines
- Occupations in connection with power-driven meat processing machinery
- Meat and poultry slaughtering; packing, processing or rendering
- Contact with circular, chain, band saws and guillotine shears
- Operating commercial mixers
- Using power nail/impact guns, wire stitchers and fasteners
- All mining occupations
- Operating power-driven paper products machines
- Wrecking, demolition, and ship-breaking operations
- Manufacturing brick, tile and kindred products
- Messenger services between 10:00 PM and 5:00 AM

**PROHIBITED FOR MINORS UNDER 16**

- Manufacturing/processing occupations
- Work in locations where power-driven machinery is used
- Work in workshops or warehouses
- Work in or on boats or commercial docks
- Lifeguard/swim occupations except for trained/certified 15 year-olds
- Work around construction sites and equipment
- Using pressure washers
- Cooking with open flame grill, manual fryer, broiler, or surface or oil more than 100 degrees
- Using pizza, bakery or convection ovens
- Work in connection with golf carts
- Using ladders, scaffolds or substitutes
- Outside window cleaning above ground
- Work in grain elevators
- Work in gravel or sand plants or bunkers
- Land clearing
- Lumber loading
- Washing, loading or unloading trucks (other than personal, non-powered tools/items)
- Contact with power mowers/cutters/blowers
- Sign waving, unless in front of business
- Employment in commercial laundries
- Welding or soldering work
- Occupations in connection with mechanical amusements
- Surveying
- Wood cutting/sawing
- Office work only in auto wrecking yards, junk dealer, water works, lumbering, motor vehicle (transportation) operations

The above information is only a summary of the child labor laws applicable to **non-agricultural** employment. **Retain this information for your reference.**



# BUREAU of LABOR & INDUSTRIES

Val Hoyle | Labor Commissioner

**THIS CERTIFICATE MUST BE POSTED IN A CONSPICUOUS LOCATION**

VALIDATION DATE: 6/3/22  
EXPIRATION DATE: 6/30/23  
EMPLOYER NUMBER: 07454

PORTLAND COMMUNITY COLLEGE  
ATTN: HUMAN RESOURCES  
PO BOX 19000  
PORTLAND, OR 97280

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THIS EMPLOYMENT CERTIFICATE 181696  
AUTHORIZES PORTLAND COMMUNITY COLLEGE  
TO EMPLOY MINORS UNDER THE FOLLOWING CONDITIONS: Ages 14-17

### DUTIES TO BE PERFORMED:

CLERKS, VP LEGISLATION, LAB ASSISTANT, COUNCIL ASSISTANT, RESOURCE CENTER AIDE, ACCESS AIDE, PEER TUTOR, READER, LOCKER ROOM ASSISTANT, CLERICAL SUPPORT, JOB PLACEMENT CLERK, FOOD SERVICES, PROGRAM PATIENT, ASSISTANT TECHNICIAN, AND COMPUTER LAB ASSISTANT.

(FOUR CAMPUS LOCATIONS IN PORTLAND AND VARIOUS LOCATIONS IN OREGON)

### OPERATION OF POWER DRIVEN MACHINERY/EQUIPMENT:

COMPUTER.

### RESTRICTIONS:

UNDER 16 PROHIBITED FROM DUTIES/EQUIPMENT NOT \*SPECIFICALLY\* PERMITTED BY US DOL.  
MINORS UNDER 17 MAY NOT DRIVE ON PUBLIC ROADS:17 YR OLDS ONLY WITH RESTRICTIONS.  
UNDER 16 NO OPEN FLAME GRILL; MANUAL FRYER;BROILER;SURFACE OR OIL>100 DEGREES  
OPERATING POWER-DRIVEN FOOD SLICERS/GRINDERS/CHOPPERS PROHIBITED.  
14-15 3 HRS/SCH DAY (AFTER SCH), 8 HRS ON WKNDS 7AM-7PM, 18 HRS TOTAL PER WEEK.  
14-15 SUM VAC (JUNE 1 - LABOR DAY) NO LATER THAN 9PM, NO MORE THAN 40 HRS/WK.  
OPERATING BALERS, METAL STRAP BANDERS AND ALL COMPACTORS PROHIBITED.

### CHILD LABOR UNIT

Telephone/Fax: (971) 353-2289 Email: [child.labor@boli.oregon.gov](mailto:child.labor@boli.oregon.gov)  
800 NE Oregon St Ste 1045, Portland Oregon, 97232

To renew or make changes to this certificate, please visit [www.oregon.gov/boli/childlabor](http://www.oregon.gov/boli/childlabor)

Portland • Salem • Eugene  
Bend • Medford • Baker City

[oregon.gov/boli](http://oregon.gov/boli)  
[mailb@boli.state.or.us](mailto:mailb@boli.state.or.us)

(971) 673-0761  
Ore. Relay TTY: 711