For Educators, Employers, Students

Legal Guide to Labor Laws and Safety

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WORK-BASED LEARNING PROGRAMS

Work-based learning - what is it?

A work-based learning program focuses on providing students with experiences at a worksite based on career and educational plans that connect the work-place to school-based learning.

Keys to a successful work-based learning program:

- Registered with State Education Department
- Certified work-based learning coordinator to operate the program

Why is this important?

- Different work-based learning programs are available to all students ages 14+
- Program must follow the Federal and New York State labor laws to protect the students (most students involved are minors—under the age of 18)

EVERYBODY WINS WITH WORK-BASED LEARNING!!

School District
- In compliance with NYS Education Department regulations
- Community awareness and prestige
- Improved district graduation rate
- Improved district academic achievement scores

Students
- Credit granted for work-based learning experience
- Pre-employment instruction is provided prior to training
- Student is workforce ready upon successful completion of the program
- Students is knowledgeable about their rights
- Work-based learning experience is a “door opener to college or further employment

Parents
- Coordinator provides safe and legal environment for child to train
- Child may achieve a national certification
- Many career options open for the child
- Child’s maturation process increased

Coordinator
- Knowledgeable about careers, employment skills, forms, placement techniques, safety training, state and federal labor laws, prohibitive occupations, and students evaluations.
- Personal liability protection.
- Appropriate time to recruit, instruct, place and supervise students
**SELF CHECK**

**Ask Yourself the Following Questions:**

1. What are the criteria for a NYS approved program?
2. Who needs an employment certificate/permit?
3. What types of employment certificates/permits are available?
4. Where does a student go to obtain an employment certificate/permit?
5. What paperwork needs to be completed to obtain an employment certificate/permit?

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**CRITERIA FOR NYS STATE APPROVED WORK-BASED LEARNING PROGRAM**

1. The Board of Education has acted on the inclusion of cooperative career and technical education experience as a program offering.
2. Students will be employed under State and Federal Labor Laws and Regulations.
3. A written training agreement is in effect between cooperating businesses and the education agency.
4. A training plan is used for each participating student.
5. Health and safety instruction, appropriate for the job, is provided before employment and arranged to continue on the job.
6. In-school related occupational instruction (as well as required academic instruction) is provided for all participating students.
7. All student participants are meeting or have met academic requirements for graduation from high school.
8. Credit will be awarded in relation to competencies being satisfactorily achieved on the basis of 150 hours being equal to one-half unit of credit; 300 hours, one unit of credit; a maximum of 600 hours for two units of credit.
9a. The program is conducted by a teacher/Coordinator certified in a single occupational subject area.
9b. The program is conducted by a diversified Coordinator certified for more than one occupational subject area.

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**EMPLOYMENT CERTIFICATES**

**Employment Certificates and Permits:**

- Required for minors under 18 before they may begin to work
- Included in this group are high school graduates, minors who work for their parents, and minors who do industrial homework (manufacturing)

**Types of Certificates:**

1. A Student Non-Factory Employment Certificate (AT-18, blue paper) - Issued to 14 and 15 year olds, work in any trade, business or service—NOT work in a factory or use dangerous materials/chemicals
2. A Student General Employment Certificate (AT-19, green paper) - Issued to 16 or 17 year olds, must be attending school, work in a factory or any other trade, business or service, NOT valid for hazardous jobs
3. A Full-Time Employment Certificate (AT-20. salmon paper) - Issued to 16 or 17 year olds not attending school, work in factory or any trade, business or service, CANNOT work in hazardous jobs

**Who keeps the certificates?**
The Employer must keep the following certificates as long as the minor is employed:

- Student Non-Factory
- Student General
- Full-Time Employment

**The paperwork required includes:**

1. Written permission from a parent to work
2. Proof of age
3. Certificate of physical fitness

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**Permits:**

- Farm Work Permits
- Newspaper Carrier Permits
- Street Trade Permits
- Child Model Permits

**Employment certificates/permits can be obtained from:**

- The school the minor attends
- The Superintendent of schools in that area

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**Please Note:** There are exceptions to the Employment Certificate requirements. For more information visit the New York State Department of Labor at:

http://www.labor.state.ny.us/workerprotection/laborstandards/workprot/certperm.shtm
When School is in Session

Industry/Occupation:
• All occupations except farm work, newspaper carrier and street trades

Maximum Daily Hours:
• 4 hours on days preceding school days (Monday through Thursday)
• 8 hours on Friday, Saturday, Sunday and Holidays

Other Maximums:
• 28 hours per week
• 6 days per week

Permitted Hours:
• 6 a.m. to 10 p.m.
• Students may work until midnight with:
  • Parental and Educational Authority consent on a day preceding a school day
  • Parental consent on a day preceding a non-school day

PARENT PERMISSION FORM may be obtained at:
http://www.labor.state.ny.us/formsdocs/wp/LS650.pdf

In conjunction with a Work-Based Learning Program:

Maximum Daily Hours:
• 6 hours on days preceding school days (Monday through Thursday)
• Applies only if enrolled in an approved Cooperative Education Program.

When School is Not in Session

Industry/Occupation:
• All occupations except farm work, newspaper carrier and street trades

Maximum Daily Hours:
• 8 hours

Other Maximums:
• 48 hours per week
• 6 days per week

Permitted Hours:
• 6 a.m. to midnight

Self Check

Ask Yourself the Following Questions:
1. What hours is a student allowed to work while school is in session?
2. What hours is a student allowed to work while school is not in session?
3. What is the difference in the hours a student is allowed to work if the student is enrolled in a state approved work-based learning program?
4. Under what circumstances would a parent permission or consent form need to be completed?
5. What is the difference between Workers Compensation and Disability Insurance?

For more information on New York State permitted working hours for minors, please visit the New York State Department of Labor at:
http://www.labor.state.ny.us/workerprotection/laborstandards/workprot/minors.shtm

Worker’s Compensation

Provides cash benefits and medical care for workers who become disabled because of an injury or sickness related to their job.
- Medical expenses covered
- Paid for by the employer

Disability Insurance

Temporary cash benefits to eligible wage earners disabled by injury or sickness that is not work-related.
- Medical expenses not covered
- Paid only while disabled and unable to work
- Paid by the employee.
- Note: Minors cannot collect NYS Disability. Deductions should not be made until the age of 18.

Know what the hours of employment are for minors.
ILLEGAL EMPLOYMENT - YOU GIVE UP ALL YOUR EMPLOYMENT RIGHTS!

Your Gain?
• More pay.
• Less paper work.
• Less hassle.

Your Loss!
• No worker's compensation.
• No overtime.
• No recommendations for future employment or loans.
• No FICA/retirement.
• Avoiding the IRS.

IS IT REALLY WORTH GIVING UP ALL YOUR EMPLOYMENT RIGHTS FOR A LITTLE EXTRA MONEY?

Working under the table is not only bad for the economy, IT IS ILLEGAL!!!!

MINIMUM WAGE LAW - EFFECTIVE 1/1/07
THE NEW YORK STATE MINIMUM WAGE IS $7.15 PER HOUR.

Overtime
For most occupations employees must be paid overtime after 40 hours of work in one week at 1 1/2 times their hourly rate of pay.

Tips
A specified allowance may be credited toward the minimum wage for tips earned.

Meals and Lodging
A specific credit may be granted toward the minimum wage for meals and/or lodging provided by the employer.

Federal Law
Any increase in the federal minimum wage above New York State’s rate will result in an increase in the State’s minimum wage.

Federal Minimum Wage: $5.85 per hour
   effective 07/24/07

For additional information or to file a complaint:
Department of Labor
Division of Labor Standards
The Gov. W. Averell Harriman
State Office Building Campus
Albany, NY 12240
(518) 457-2730

SELF CHECK
Ask Yourself the Following Questions:
1. Will you receive Worker’s Compensation if you are an illegal employee?
2. Can your boss write you a letter of recommendation for a future job if you are an illegal employee?
3. What is New York State’s current minimum wage rate per hour?
4. Who can you contact with further questions or concerns about minimum wage?
**Labor Laws and CTE Programs - No One Under 18 May Be Employed In Or Assist In The Below Hazardous Occupations.**

<table>
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<tr>
<th>Hazardous Occupations</th>
<th>Impacted in which Cooperative Work Experience students are currently employed</th>
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| Any occupation at construction work, including wrecking, demolition, roofing, or excavating operation and the painting or exterior cleaning of a building structure and elevated surface | • Carpentry  
• Plumbing  
• Electricity  
• HVAC  
• Welding |
| Any occupation involved in the operation of circular saws, band saws, and guillotine shears | • Carpentry  
• Plumbing  
• Trade Electric  
• Small Engine Repair  
• Agriculture |
| Any occupation involved in or about a slaughter and meat-packaging establishment       | • Culinary  
• Food Service |
| Any occupation involved in the operation of power-driven woodworking, metal-forming, metal-punching, metal-shearing, bakery and paper products machines | • Manufacturing  
• Welding  
• HVAC  
• Baking  
• Printing/Graphic Technology  
• Cabinet Making  
• Air Frame Mechanics  
• Motor Cycle Technician |
| Any occupations involved in the operation of power-driven hoisting apparatus           | • Automotive  
• Marine Service Technician |
| Any occupation involving exposure to radioactive substances or ionizing radiation, or exposure to silica or other harmful dust | • Auto Body repair  
• Health Care |
| Logging occupations and occupations in the operation of any sawmill, lath mill, shingle mill, or cooperage-stock mill | • Agriculture  
• Carpentry |
| Operating or using any emery, Tripoli, rouge, corundum stone, stone, silicon carbide, or any abrasive, or emery polishing or buffing wheel where articles or the baser metals or iridium are manufactured | • Air Frame Mechanic  
• Manufacturing  
• Auto Body  
• Auto After-Market Accessory Installation  
• Welding |

**SELF CHECK**  
Ask Yourself the Following Questions:

1. How old must a person be to work in a hazardous occupation?
2. Is our work experience program certified with New York State?
3. Are there exceptions to these rules for our work experience students?

Since our work experience programs are state certified, there are exceptions to these rules for our students!!!
There are 7 out of the 17 hazardous occupations that student learners may be employed in:

**HO# 5** - Power driven wood working machines.

**HO# 8** - Power driven metal-forming, punching, and shearing machines.

**HO# 10** - Meat packing or processing (including the use of power driven meat slicing machines).

**HO# 12** - Power driven paper product machines.

**HO# 14** - Power driven circular saws, band saws, guillotine shears.

**HO# 16** - Roofing operation.

**HO# 17** - Excavation operations.

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**MEMORANDUM OF AGREEMENT**

1. The student learner shall be given the opportunity to progress through the various phases of work as prescribed by the employer.
2. Special safety instruction will be provided to the student trainee by the employer when assigned to work with hazardous equipment or in hazardous areas.
3. The employee’s designated supervisor shall evaluate the trainee during the school year.
4. Organized instruction in safety, occupational and technical theory and other information correlated with the employment training shall be provided by the school. The certified coordinator of this program shall be available for consultation with the employer.
5. The student shall begin employment at no less than the prevailing minimum wage and the program will comply with all state, federal, and local labor laws.
6. The cooperating employer agrees that the student will be accepted and assigned jobs and otherwise treated without regard to age, color, religion, creed, disability, marital status, national origin, race, gender, or sexual orientation.
7. The Cooperative Occupational Education Program at this school is registered with the New York State Education Department, Division of Occupational Education.

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**SELF CHECK**

Ask Yourself the Following Questions:

1. Who needs to be supervising the student while training, the coordinator or the employer?
2. How many of the Hazardous Occupations can “student learners” be employed in?
3. Who needs to agree to the Memorandum or Agreement?

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These are the specific work experience arrangements that have been made and will serve as the operating procedure for this work experience program. All students, coordinators, employers and parents must agree to all of these terms.
HAZARDOUS OCCUPATION LIMITATIONS

The 18 hazardous occupations in which minors under 18 year of age may NOT be employed are: (**Please note: HO = Hazardous Occupation)

HO 1  Manufacturing and Storing Explosives
HO 2  Motor Vehicle Driving and Outside Helper
HO 3  Coal Mining
HO 4  Logging and Sawmilling
HO 5  Power-Driven Woodworking Machines
HO 6  Exposure to Radioactive Substances
HO 7  Use of Power-Driven Hoisting Apparatus
HO 8  Power-Driven Metal-Forming, Punching and Shearing Machines
HO 9  Mining, Other than Coal
HO 10 Slaughtering or Meat Packing, Processing, or Rendering
HO 11 Power-Driven Bakery Machines
HO 12 Power-Driven Paper-Product Machines
HO 13 Manufacturing Brick, Tile, and Kindred Products
HO 14 Power-Driven Circular Saws, Band Saws, and Guillotine Shears
HO 15 Wrecking, Demolition, and Ship-Breaking Operations
HO 16 Roofing Operations
HO 17 Excavation Operations
HO 18 Messenger Service

See exemptions on next page.
Child labor laws allow involvement in some potentially hazardous occupations if the individual is:

- **INDIVIDUAL IS AT LEAST 16 YEARS OF AGE**
- **INDIVIDUAL IS A STUDENT LEARNER OR APPRENTICE**
- And **ALL** of the following conditions are properly met:
  - Enrolled in a state recognized course, e.g. COOP program or BAT registered apprenticeship program,
  - Hazardous portion of work is **incidental** to training,
  - Hazardous portion of work is **intermittent** and for short periods of time,
  - Work is performed under direct and close supervision of qualified person,
  - Safety instructions are given by the school and employer,
  - Individual is employed under a written Training Agreement, and
  - A written Training Plan is developed.

### Ho# Exemptions to Prohibited Occupations Typical Training Positions for Student-Learner

<table>
<thead>
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<th>HO#</th>
<th>Exemptions to Prohibited Occupations</th>
<th>Typical Training Positions for Student-Learner</th>
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<td>HO 5</td>
<td>Work using power-driven woodworking machines, including the use of saws on construction sites.</td>
<td>Assembly Position-putting merchandise together using a screwdriver for displays/sales.</td>
</tr>
<tr>
<td>HO 8</td>
<td>Work using power-driven metal forming, punching, and shearing machines. <em>Even without the exemption – HO 8 permits the use of a large group of machine tools used on metal, including lathes, turning machines, milling machines, grinding, boring machines and planning machines.</em></td>
<td>Service Position-creating keys for customers using a planning function machine (key master machine tool.)</td>
</tr>
<tr>
<td>HO 10</td>
<td>Work involving slaughtering or meatpacking, processing, or rendering including the operation of power-driven meat slicers in retail stores.</td>
<td>Order Filler-selects and prepares products for shipment.</td>
</tr>
<tr>
<td>HO 12</td>
<td>Work using power-driven paper-products machines, including the operation and loading of paper balers in grocery stores.</td>
<td>Office Assistant-using paper cutter to crop paper in half.</td>
</tr>
<tr>
<td>HO 14</td>
<td>Work involving the use of circular saws, band saws and guillotine shears.</td>
<td>Operator/Helper-may operate/help on a circular saw when the saw is equipped with devices for full automatic feeding and ejection and with a fixed guard which prevents the operator/helper placing any parts of his body in the point-of-operation area.</td>
</tr>
<tr>
<td>HO 16</td>
<td>All work in roofing operations.</td>
<td>Ground Worker-may assist in operations that are not done on roofs, such as, gutter work.</td>
</tr>
<tr>
<td>HO 17</td>
<td>All work in excavating operations, including work in a trench as a plumber.</td>
<td>Excavating Manual Worker-manually excavating or backfilling trenches that do not exceed 4 ft. in depth at any point.</td>
</tr>
</tbody>
</table>
### SELF CHECK

Ask Yourself the Following Questions:

1. If the state and federal laws are different, which do is followed?
2. For which occupations does a student need to meet exempting qualifications?

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### Comparison of State and Federal Child Labor Laws

**Similar New York State and Federal Laws**

**For Prohibitive Occupations**

<table>
<thead>
<tr>
<th>Law</th>
<th>State</th>
<th>Federal</th>
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<tbody>
<tr>
<td>1</td>
<td>Work in manufacturing, packing, or storing of explosives, or in the use or delivery of explosives.</td>
<td>In or about plants manufacturing or storing explosives or articles containing explosive components.</td>
</tr>
<tr>
<td>2</td>
<td>As a helper on a motor vehicle</td>
<td>Motor vehicle driver and outside helper.</td>
</tr>
<tr>
<td>4</td>
<td>Logging occupations and occupations in the operation of any saw mill, lath mill, shingle mill, or cooperage-stock mill.</td>
<td>Logging and/or in the operation of any sawmill, lath mill, shingle mill, or cooperage stock mill.</td>
</tr>
<tr>
<td>5</td>
<td>Any occupation involved in the operation of power-driven wood-working, metal-forming, metal-punching, metal-shearing, bakery and paper products machines.</td>
<td>Involved in the operation of power-driven woodworking machines.</td>
</tr>
<tr>
<td>6</td>
<td>Any occupation involving exposure to radioactive substances or ionizing radiation, or exposure to silica or other harmful dust.</td>
<td>Involving exposure to radioactive substances and to ionizing radiation.</td>
</tr>
<tr>
<td>7</td>
<td>Any occupation involved in the operation of power-driven hoisting apparatus. The care or operation of a freight or passenger elevator, except that minors over 16 may operate automatic, push-button control elevators.</td>
<td>Involved in the operation of elevators and other power-driven hoisting apparatus. (However, minors 16 and 17 years old are permitted to operate and ride on automatic enclosed elevators.)</td>
</tr>
<tr>
<td>8</td>
<td>Operating or using any emery, tripoli, rouge, corundum, stone, silicon carbide, or any abrasive, or emery polishing or buffing wheel, where articles of the baser metals or iridium are manufactured,</td>
<td>Involved in the operation of power-driven metal-forming, punching and shearing machines.</td>
</tr>
<tr>
<td>9</td>
<td>Any occupation in or in connection with a mine or quarry.</td>
<td>In connection with mining, other than coal.</td>
</tr>
<tr>
<td>10</td>
<td>Any occupation in or about a slaughter and meat-packing establishment, or rendering plant. Adjusting belts to machinery or cleaning, oiling, or wiping machinery.</td>
<td>In or about slaughtering, meatpacking, rendering or involving the operation, setting up, adjusting, cleaning, oiling, wiping, or repairing of a meat slicer.</td>
</tr>
<tr>
<td>13</td>
<td>Any occupation involved in the manufacture of brick, tile, and kindred products.</td>
<td>Involved in the manufacture of rick, tile, and kindred products.</td>
</tr>
<tr>
<td>14</td>
<td>Any occupation involved in the operation of circular saws, band saws, and guillotine shears.</td>
<td>Involving the operation of power-driven circular saws, band saws, and guillotine shears.</td>
</tr>
<tr>
<td>15</td>
<td>Any occupation at construction work, including wrecking, demolition, roofing, or excavating operation and the painting or exterior cleaning of a building structure from an elevated surface.</td>
<td>Involving wrecking, demolition, and ship breaking operations.</td>
</tr>
</tbody>
</table>
Teens

Be aware that you have the right to work in a safe and healthful environment.

Participate in training programs at work.

Let your supervisor know when you’re doing a task for the first time. Ask for guidance in performing the task safely.

If you are under 18, no supervisor should ask you to do certain hazardous jobs, such as:
- Driving a car or riding in the back of an open truck
- Using a power-driven meat slicer or baker machine
- Using a power-driven woodworking machine, circular saw, or band saw
- Roofing or excavation operations

SAFETY ORIENTATION CHECKLIST FOR SUPERVISORS OF TEENAGE WORKERS

OFFICE SAFETY
- File cabinets
- Electronic cords
- Paper shredders
- Over-loaded desks or counters
- Slippery floors
- Portable heaters

RETAIL SAFETY
- Merchandise on floors or in aisles
- Knives or cutting tools
- Compactors
- Freight elevators
- Stock/boxes improperly stacked
- Wet floors

RESTAURANT SAFETY
- Heating tools/equipment
- Greasy or wet floors
- Garbage pails
- Knives, slicers
- Hot oils; fryers
- Misplaced chairs
- Stairs, doors

WAREHOUSE/MECHANICAL SAFETY
- Power tools
- Forklifts
- Head, eye, feet, and ear protection
- Refuse collectors, compactors
- Truck lifts
- Cutting tools
- Chemicals

HEALTH SAFETY
- Diseases
- Chemicals
- Sharp objects
- Wet floors
- Misplaced furniture
- Lifting and moving

SELF CHECK
Ask Yourself the Following Questions:

1. What jobs should a supervisor not ask a person under 18 to do?
2. What could a minor do to ensure that they are safe on the job?
3. In what areas should a minor be safety trained in the following jobs: office, restaurant, health, retail, and warehouse?
Specific Safety Training

Protective Clothing and Equipment
- If eye protection is required, make sure to use the correct safety glasses, goggles or face shield.
- If gloves are needed, make sure they are the right type and size.
- Wear appropriate footwear.
- Don’t wear loose clothing around machinery.
- Wear bright, visible, reflective clothing if working outside in the dark or in traffic areas.
- Protect skin from sun with a hat, long sleeve shirt and long pants. Use sunscreen on exposed skin.
- Know the signs of heat and cold stress and what to do.
- Wear hearing protection when exposed to loud noises.

Emergency Procedures-

Exit and Escape Plans
- Know the emergency escape plans for fires, floods, chemical spills, and violence incidents, etc.
- Know the location of emergency exits and how to open them.
- Learn how to use a fire extinguisher for small fires.
- Know the location of emergency eye wash stations and safety showers, if appropriate.
- Know the location of first aid kits.

In Case of Accident, Injury, or Safety Concern
- Know who to notify and what to do.
- Report any injury regardless of how minor.

Physical Demands
- Do not lift or carry more than a comfortable weight.
- Get help with large, heavy or bulky objects.
- To pick up objects, bend knees, keep back straight, use strength in legs rather than back. Keep objects close to the body when lifting.
- Avoid reaching above shoulders for heavy items.

Self Check
Ask Yourself the Following Questions:

1. What types of protective clothing and equipment should a minor be familiar with and wear on the job?

2. Who should be contacted if there is an accident, injury or safety concern?

3. What physical demands should be considered on the job?

4. In case of an emergency, where are the exits and escape routes, and where are emergency supplies located?
SAFETY ISSUES—SEXUAL HARASSMENT

Definition
Any unwanted behavior of a sexual nature perpetrated upon one individual by another.

- Sexual harassment may be verbal, visual, written, or physical.
- Sexual harassment can occur between people of different genders or those of the same sex.

- Harassing behaviors may occur in a variety of relationships including those among peers, and those where there is an imbalance of power between two individuals.

- The law is primarily concerned with the impact of the behavior, not the intent.

- Employers should Report all incidents

### SELF CHECK
Ask Yourself the Following Questions:
Are the following examples of sexual harassment?

1. Unwanted physical contact  
2. A hug between friends  
3. Display of pornography  
4. Leering  
5. Mutual flirting  
6. Sexual name calling

**Answers:** 1. yes, 2. no, 3. yes, 4. yes, 5. no, 6. yes,

This is sexual harassment and may be prohibited by Federal and State legislation.
SAFETY ISSUES—VIOLENCE IN THE WORKPLACE

Violence at Work includes:
- Homicide
- Assault
- Verbal Threats
- Harassment
- Robbery
- Bomb Threats
- Irate Customers
- Shop Lifters

Violence at Work occurs when an employee is made to feel:
- Unsafe
- Threatened
- The target of violent acts

To deal with an angry or irate customer:
1. Remain clam. Try to calm the other person.
2. Find ways to help the customer “save face.”
3. Listen carefully. Put yourself in THEIR place so you can solve the problem.
4. Ask for help from a supervisor if you can’t solve the problem.
5. DO NOT LOSE YOUR TEMPER.

To prevent Robberies:
1. Keep alert.
2. Greet everyone who enters the store.
3. Look directly into their eyes.
4. Keep money in the cash register to a minimum
5. Keep the store clean and well lit.

In case of Robbery
1. Listen carefully and obey the robber.
2. DON’T BE A HERO!
3. Don’t fight or use a weapon.
4. Give the robber what he wants.
5. Be observant but don’t stare.
6. Call the police as soon as they leave.

For Shop Lifters and Bomb Threats
1. Follow our workplace procedures.
2. Maintain order and calm.
3. Call the authorities.

SELF CHECK
Ask Yourself the Following Questions:

True or False:
1. Treat the customer just as bad as they treat you.
2. Do not give a robber the upper hand, take him out if you can.
3. Calling the police will only lead to more paperwork. Do not bother.

Answers: 1. False, 2. False, 3. False
DEFINITIONS:
New York State Dept. of Motor Vehicles uses the term “work study” as the title for state approved work based learning program.

“School Course” means instruction, education or training that is licensed or approved by a state agency or department, or training conducted by the U.S. Armed Forces. The term “school course” does NOT include extracurricular activities, sports or social events for which no scholastic credits are given.

“Employment” means a place of business at which you are paid to work on a regularly scheduled basis. You may NOT drive during work or as part of your work duties, such as for deliveries.

For Junior Drivers With Permits Issued On and After 9/01/03
When you take your road test, you must give the license examiner a completed Certification of 20 Hours of Supervised Driving (MV-262). This form is available from the DMV Internet Office, by request from a DMV Call Center, and at local motor vehicle offices. With this statement, your parent or guardian certifies that you have completed at least 20 hours of practice driving with an appropriate supervising driver (See "Regional Restrictions For a Junior Permit"). The supervised driving certification is not required if you are age 17 and present a valid Student Certificate of Completion (MV-285) for passing a certified driver education course (See "Driver Education").

If you pass your road test during your first six months of valid permit status, you will be issued a limited-use junior license (Limited Class DJ or MJ). This limited license is subject to the regional restrictions described in "Regional Restrictions For a Limited Junior License." When your learner permit and limited-use license, combined, are valid for six months, the DMV will automatically send you a full-use junior license (Class DJ or MJ) by postal mail. If you pass your road test after six months of valid permit status, you will be issued a full-use junior license. (See "Regional Restrictions For a Junior License")

REGIONAL RESTRICTIONS FOR A JUNIOR LICENSE

<table>
<thead>
<tr>
<th>New York City (5 Boroughs)</th>
<th>Long Island (Nassau &amp; Suffolk)</th>
<th>Upstate (All Other Counties)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5 AM - 9 PM</strong></td>
<td><strong>5 AM - 9 PM</strong></td>
<td><strong>5 AM - 9 PM</strong></td>
</tr>
<tr>
<td>You must NOT drive.</td>
<td>You may drive alone only directly between your home and employment, a work-study program, a course at a college, university, or registered evening high school, a driver education course, or while engaged in farm employment. You may drive when accompanied by your licensed parent, guardian, person &quot;in loco parentis,&quot; driver education teacher, or driving school instructor.</td>
<td>You may drive without being accompanied.</td>
</tr>
<tr>
<td><strong>9 PM - 5 AM</strong></td>
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</tr>
<tr>
<td>You must NOT drive.</td>
<td>You may drive alone only directly between your home and employment, a work-study program, a course at a college, university, or registered evening high school, a driver education course, or while engaged in farm employment. All other driving must be accompanied by your licensed parent, guardian, or person &quot;in loco parentis.&quot;</td>
<td>You may drive alone only when traveling directly between your home and employment or a school course.</td>
</tr>
</tbody>
</table>
STATE EDUCATION CONTACTS
Work Experience Programs
State Education Department
Education Building
Albany, NY 12234
Phone: 518-486-1547
E-mail:

DEPARTMENT OF LABOR CONTACT
Karen A. Coleman
Director of Workforce Development & Training
NYS Department of Labor
Stated Campus, Building 12
Albany, NY 12240
E-mail for questions/comments: onestop@labor.state.ny.us

BE SAFE, NOT SORRY. ONLY USE A CERTIFIED WORK-BASED LEARNING COORDINATOR TO COORDINATE YOUR PROGRAM.