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To: BOCES District Superintendents
Superintendents of Public School Districts
Principals of Public Schools
Charter School Leaders
Principals of Private Schools

From: Kathleen R. DeCataldo

Subject: Introduction of Two New Documents for Minors Receiving Working Papers

Recent news articles have surfaced an increase in child labor violations in New York State and nationwide, including extended working hours and exposure to hazardous tasks.¹ We have an opportunity to address this issue by proactively supporting and uplifting the voices of our youth, raising awareness about their rights, and encouraging employers to fulfil their responsibilities. Demonstrating a commitment to this cause, the New York State Department of Labor initiated a campaign in January aimed at educating young workers about their rights.² Additionally, in March, New York State Governor Kathy Hochul announced further measures to enhance the safety and support provided to our youngest workers.³ Together, we can create an environment where youth are empowered and protected in their workplaces.

To this end, we are pleased to share two new documents developed by the New York State Department of Labor that school districts are strongly encouraged to distribute to all minors receiving working papers. The first document is a card outlining employer responsibilities that we recommend be attached to the Employment Certificate or Permit, and the second is a card to be given to the minor that outlines their rights as a young worker.

The employer responsibilities card provides information on the basic New York State child labor laws, including the tasks that minors may not perform, working hours during the school session and school breaks, and restrictions on working in places where alcohol is consumed and served.

¹ Dreier, Hannah. [Alone and Exploited, Migrant Children Work Brutal Jobs Across the U.S.](#) The New York Times, Feb. 25, 2023.
Reisman, Nick. [Child labor law violations on the rise in New York.](#) Spectrum News, Jan. 17, 2023.

² New York State Department of Labor, [The New York State Department of Labor Launches Campaign Educating Young Workers About Their Rights in Response to a 68% Increase in New York State Child Labor Violations.](#) Jan. 17, 2023.

³ New York State Governor's Office. [Governor Hochul Announces New Measures to Combat the Rise in Child Labor Violations and Labor Trafficking.](#) Mar. 2, 2023.

The minors' rights card outlines the same basic New York State child labor laws and restrictions on tasks and working hours as the employer responsibilities card. However, the focus is on the rights of minors. Employers are required to keep track of the minors' hours and pay them on the designated payday for all hours worked in the previous pay period. Additionally, employers must keep the minors' working papers at the worksite, and the posted schedule of hours must highlight the minors so that they are easily identified.

The cards also provide contact information for the New York State Department of Labor, which is available to answer any questions or concerns that minors or employers may have.

Both cards are available on the New York State Department of Labor website at dol.ny.gov/child-labor-law-hub. We strongly encourage all school districts to distribute these cards to every minor receiving an Employment Certificate or Permit to ensure that they are aware of their rights and that their employers are aware of their responsibilities.

Thank you for your attention to this important matter.