

**CAREER COOPERATIVE EDUCATION  
& OFF CAMPUS ELECTIVES HANDBOOK  
2020-2021**



**MOUNTAIN BROOK HIGH SCHOOL**



Mountain Brook High School  
3650 Bethune Drive  
Mountain Brook, Alabama 35223  
Telephone: (205) 414-3800  
FAX: (205) 969-8113

August 10, 2020

Dear Employer/Mentor:

As we begin this school year, I want to thank you so much for your willingness to participate in the Career Cooperative Education and/or Career Focus programs at Mountain Brook High School. Your help is essential to the success of this program. The objective is to provide students with a quality experience in relation to their future career plans. Cooperative Education/Focus brings together the employer/mentor and the school in an effort to assist students to become well-rounded citizens and productive members of the workforce. Participation in these programs provides many advantages to the student, especially the development of productive, safe work habits and attitudes, plus a realistic view of the world of work. It is my hope that as the year progresses, you will also experience many advantages for you and your business.

As coordinator, I am available to answer questions, assist you with the training of the student, and to handle any problems that may arise. Mrs. Beasley, Mrs. Benson, Ms. Hawkins, a career coach, and/or I will correspond often to maintain contact between you and the school so that together we can provide the best possible situation for the student. Please feel free to contact any COOP teacher or me at any time.

Since we are in a time of COVID, this is the link to the Mountain Brook City Schools reopening plan:

<https://www.mtnbrook.k12.al.us/cms/lib/AL01901445/Centricity/Domain/113/MountainBrook%20Schools2020-2021ReopeningPlan.1.pdf>.

Again, thank you for employing/mentoring a Career Coop student and supporting this program. I look forward to working with you, and it is my sincere hope that this school year will be a great one for all of us.

Sincerely,

*Jill Covington McGee*

Jill Covington McGee  
Career Cooperative Education Coordinator



**MOUNTAIN BROOK HIGH SCHOOL  
CAREER COOPERATIVE EDUCATION  
STUDENT REQUIREMENTS/CODE OF CONDUCT**

**COPY ONLY  
Students and Parents  
Signed Document to  
Participate**

I agree that if chosen to participate in the Career Cooperation Education program I will accept the following requirements:

**REQUIREMENTS:**

- I will secure a job following the COOP requirements:
  - ✓ My job cannot be self-employment (**lawn mowing, babysitting, independent business, etc.**).
  - ✓ My employer must agree to participate in the COOP program and employ me for a minimum of 10 hours per week with the majority of hours being from Monday through Friday. This can be in a paid or unpaid position.
  - ✓ My employment must begin no later than the week following the beginning of school (August 18).
  - ✓ My employer must abide by all Federal and State Child Labor Laws.
- I will secure my own job prior **to July 17, 2020**, and take responsibility for the completion of the Employment Information Form (attached) and return to COOP Coordinator.
  - ✓ I understand that the COOP Coordinator must approve my job before I can begin COOP. **Employment in a family business is not allowed.**
- I understand that in order to receive credit for Career COOP I must continue employment throughout the school year and may stop employment only with permission of my COOP Coordinator and I understand that if I quit my job or am fired I will immediately be dropped from the program and lose credit.
- Work hours must equal 140 per semester to receive credit. To receive an A in the Wage and Hour Category, you must work 90 hours per nine weeks for 180 hours per semester.
- Students must go to their COOP job **each week** without exception; same as any other class.
- Request to change job forms will only be reviewed at the nine week and semester breaks.
- I will notify my COOP Coordinator immediately of any school or work problems and accept his/her counseling, guidance, and work adjustments or reassignments. I recognize the COOP Coordinator as the authority for making adjustments or changes in my place of employment.

**CONDUCT:**

- I will adhere to the COOP Code of Conduct and maintain the highest standard of behavior and work ethic.
- I will learn and abide by all school and work policies. I understand that all school rules are in effect the entire time I am at work and I am expected to abide by these rules throughout my employment and that failure to do so may result in dismissal from the Career COOP Program. I understand that I am expected to act in a business manner at all times and not allow friends or family to visit me at work either in person or by telephone. I will not ask for, nor expect, special privileges at work or at school.
- To insure confidentiality of everything I may see or hear while at work and to show respect at all times for my employer, his property, his business, my co-workers, myself and all others with whom I may have contact. I understand that I not only represent myself, but also my family, my school, and the Career COOP program and I understand that my behavior is to be above reproach.

**EVALUATIONS/ASSIGNMENTS:**

- I understand that I will be given assignments to complete and be expected to participate in all COOP activities.
- I understand that both my COOP Coordinator and my employer will evaluate me throughout the term and that I must maintain a satisfactory grade at all times.
- I understand that if I am required to attend Alternative School, I will not be allowed to leave school earlier than other students and may lose my job due to my inability to arrive at work on time.
- I understand that COOP is a school class and as such, I will be expected to attend on a regular (**each week**) and punctual basis, satisfactorily complete assignments, meet expectations, and abide by a set of standards that are outlined in this packet. As with other classes, this class must take priority over extracurricular and community activities. I will receive a grade on my report card and on my transcript for my participation in COOP. I understand that a student may fail COOP and not receive the credits.
- Students receive two credits for COOP (1 for assignments, 1 for 140 hours worked/semester). During each nine weeks, students will be given an assignment (via email and Schoology) to complete. The students should plan to spend one hour per week on these assignments. Due dates for the assignments are strict and should be adhered to in order to continue in program. **Failure to submit assignments on time will result in the removal from the COOP program.**

- To pursue my academic studies in such a way as to maintain satisfactory grades in all subjects and maintain a C average at all times. I understand it is my responsibility to seek assistance with academic subjects when needed and to manage both my school responsibilities and my employment responsibilities in a satisfactory manner so as not to jeopardize either.
- I will maintain a fully working school e-mail address and I will check it **daily** for announcements. I will respond in a timely manner to all emails concerning COOP.

**RESPONSIBILITIES:**

- I understand I must work a minimum of **10 hours per week** and reach the required number during the school year/term. Some jobs may require work on school holidays (Winter Break, Spring Break, etc.) and I will be expected to fulfill my employer's expectations. To receive a 100% in the Wage and Hour Category, I must work 90 hours per nine weeks. I understand that I am report to work **each week**.
- I will give my employer advance notice if the school is on a different schedule or if I have a schedule conflict.
- I will assume the responsibility for transportation to and from work and maintain personal insurance coverage.
- I understand that COOP students do not get out of school early. They are released from the main school campus to continue their school day at a different location. COOP students have a longer school day than other students because the entire time they are at work, they are in school. Things that happen at work, even during the weekends and on holidays, or after regular school hours will affect my grade and disciplinary action will be taken.
- To leave school promptly and not to loiter in or around the school without permission from the COOP Coordinator or MBHS administrator.
- To learn all that I can from my employment, keep a positive attitude, and to follow all the policies and procedures. I understand that failure to do, or deviation from these policies, will result in immediate dismissal from the Career COOP program and the loss of school credit.
- COOP is a class and should be treated as such.

**MEETING:**

- All COOP students must attend a mandatory meeting on the first day of school,

**SIGNATURES:**

As the parent(s) of (please print name of student) \_\_\_\_\_, a student at Mountain Brook High School, we acknowledge by our signatures that we have read, understood, and agree to comply with the CAREER COOPERATIVE EDUCATION regulations. **I understand that I am to let my student and the COOP coordinator communicate with the employer. I will not contact the employer unless it is an emergency.**

As the parent of the above named student, my signature also acknowledges my permission for my son/daughter to participate in the Career Cooperative Education (COOP) program and I understand that this program requires the student to leave the Mountain Brook High School campus each day at the conclusion of his/her scheduled classes for the purpose of student employment. It is my responsibility to be aware of where he/she will be employed and all the terms of employment prior to the beginning of school. I also understand that it is the responsibility of the student to provide transportation to and from the employment location, and for any related responsibilities. In consideration for the above mentioned information, I do hereby release Mountain Brook City School System, and the Coordinators of this program, from any and all liability, actions, causes of actions, or claims of whatsoever kind or nature for all injuries or damages to his/her person or to his/her property arising or which may occur by reason of his/her participation in this program.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Mother/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Father/Guardian \_\_\_\_\_ Date \_\_\_\_\_

# ATTENDANCE POLICY



Good attendance by employees is critical to the successful running of any business. Career Cooperative Education/Focus students are expected to be reliable and dependable in their attendance at work/volunteer. If at any time a student develops an attendance problem, either asking and/or taking too much time off, just not showing up, coming in late or asking to leave early, please notify the Coordinator at once. Students have very busy lives and they are new workers but there are also limits to what will be tolerated in regard to attendance. The following is the Career Cooperative Education/Focus Attendance Policy.

Students are expected to be at work/volunteer each required day, just as they are expected to be at school. They must work the mandatory number of hours (10 hours per week) and/or all of the hours for which they have been scheduled. The majority of these hours must be during the week rather than on the weekend. Times a student is to work are set by the employer for the running of his business, not at the convenience of students. Students are not to ask off from work for non-emergency reasons. Students may be expected to work during a school holiday if that is the agreed understanding.

In the case of illness, students are instructed to call the employer first thing in the morning and/or as soon as they become ill. If it is the policy of your workplace for employees to submit a medical excuse form, this should be expected of the Co-op/Focus student as well.

# EMPLOYER/MENTOR RESPONSIBILITIES



- Train, supervise, and evaluate the Coop/Focus student. Fill out a grade sheet at the end of each nine weeks. Grade sheets must be filled out on time emailed or faxed to coordinator. The school system has strict deadlines for grades.
- Provide a minimum of ten hours of employment per week, the majority of which is Monday – Friday.
- Be in compliance with all Federal and State Child Labor Laws.
- Assign a mentor for the student. This may be you or someone else in your place of work. This person should be someone who will set a good example of workplace skills and ethics and who is willing to spend time with the student discussing workplace questions and completing assignments.
- Meet with the Coordinator and keep the Coordinator informed of any changes in the status of the student's responsibilities or behaviors. Coordinator corresponds monthly.
- Continue to provide opportunities and training so that the student is allowed to progress through various skill levels.
- Demand that the COOP/Focus student perform at a high level, based on his/her experience and skill level, and in a manner, which is of benefit to your business.
- Employ a non-discrimination policy with regard to race, color, handicap, sex, religion, creed, national origin, or age.
- Students are expected to be at work/volunteer each required day, They must work the mandatory number of hours (10 hours per week) and/or all of the hours for which they have been scheduled. The majority of these hours must be during the week rather than on the weekend. Times a student is to work are set by the employer for the running of his business, not at the convenience of students. Students are not to ask off from work for non-emergency reasons. Students may be expected to work during a school holiday if that is the agreed understanding.
- In the case of illness, students are instructed to call the employer first thing in the morning and/or as soon as they become ill. If it is the policy of your workplace for employees to submit a medical excuse form, this should be expected of the COOP/Focus student as well.

# EXPECTATIONS



## AS AN EMPLOYER/MENTOR, YOU CAN EXPECT THE CO-OP/FOCUS STUDENT

- To be conscientious and responsible
- To take pride in the job done
- Be enthusiastic and keep a good attitude
- Be cooperative
- To want to learn
- To follow the rules
- To earn your pay
- Be reliable
- Be loyal and respectful
- To be adaptable and flexible
- To accept criticism and evaluations
- To separate personal and business life
- Be emotionally stable
- Be loyal to the company
- Be a team player
- Be an asset to your business

## THE CO-OP/FOCUS STUDENT EMPLOYEE CAN EXPECT

- A safe work environment
- Training in your job duties
- To be supervised, sometimes by more than one person
- To have a probationary period
- To be assigned specific responsibilities, some of which you may not like
- To learn new skills, some of which may be easy; some may be difficult
- To have rules to follow, whether or not you agree with them
- To have co-workers, some you will like, others you will not like
- To be evaluated, accept it like an adult, strive to always improve
- To be the “low person on the totem pole”, deal with it, it won’t last forever
- To make mistakes, learn from them and don’t make repeat mistakes
- To be disciplined
- To learn a lot about yourself, the world of work, and other people

***If expectations are not met, contact the Career Cooperative Education Coordinator to discuss the matter and seek a resolution.***

# EVALUATING STUDENT PROGRESS



Career Cooperative Education/Focus students receive high school credit and grades for their participation in this program. As an employer/mentor, you play a vital role in this process. A student's grade is a combination of several things.

## **NINE WEEKS PROGRESS REPORT**

Once each nine weeks, you will be asked to fill out a Job Performance Evaluation Report on the student. Each category on which the student is to be evaluated is defined and five choices are given. Select the choice that best matches the student's performance during the previous nine weeks. **Expect and demand improvements with each nine weeks, and grade accordingly.** Please be honest in your evaluations. Often employers do not want to give the student a "bad" grade so they report that all is well, when in fact it is not. It may help if you remember that this is a learning situation and the only way students can learn and improve is to be made aware of their shortcomings and your expectations. A very important section asks you for comments. Please write anything that might be helpful to improving the student's quality of work. Also, feel free to write any other comments not covered elsewhere on the performance report. Feedback to the student is also a very important aspect of the performance report. **Please take a few minutes to go over the report with the student prior to sending it to me.** Be honest in explaining your expectations and give the students specific actions to help them improve. **When you have completed the form, please sign and date it, and return it to me prior to the stated due date.** You may e-mail it back to me or if you prefer, you may also fax or mail it to me. My fax number and address is at the bottom of the sheet. Your prompt reply is very important in getting the grade on the report card.

**The report will be emailed to you and will be on a Google Form.**



# MOUNTAIN BROOK HIGH SCHOOL CAREER COOPERATIVE EDUCATION JOB/VOLUNTEER PERFORMANCE EVALUATION



**DIRECTIONS:** Read carefully the explanation of points to be considered in rating each of the qualities listed below. Mark the section which most accurately describes the student's current standing.  
Complete both sides, add additional comments, sign and date, and return to Jill Covington McGee.

NAME OF STUDENT \_\_\_\_\_

**COURTESY: Respectful of others; polite**  
 \_\_\_\_\_ Blunt, disrespectful, smart aleck  
 \_\_\_\_\_ Sometimes tactless and disrespectful  
 \_\_\_\_\_ Agreeable, polite, friendly most of the time  
 \_\_\_\_\_ Very polite, helpful, outgoing  
 \_\_\_\_\_ Consistently friendly, polite, respectful even under stress

**APPEARANCE: Personal care, neatness appropriateness in clothing**  
 \_\_\_\_\_ Unsatisfactory for work  
 \_\_\_\_\_ Often neglects appearance, must be reminded frequently  
 \_\_\_\_\_ Generally neat and appropriate, could improve somewhat  
 \_\_\_\_\_ Good appearance, usually neat and appropriate  
 \_\_\_\_\_ Always excellent and appropriate, favorable impression

**ATTENDANCE: Faithful in conforming to work hours/days**  
 \_\_\_\_\_ Excessive absences/hardies regardless of reason  
 \_\_\_\_\_ Often absent/lardy or wants to leave early  
 \_\_\_\_\_ Usually present and on time; stays expected time; not willing to stay extra  
 \_\_\_\_\_ Dependable, seldom absent/lardy; rarely requests to leave early  
 \_\_\_\_\_ Always prompt, rarely absent/lardy, willing to stay extra when needed

**COOPERATION: Ability to work well with others**  
 \_\_\_\_\_ Not a team player, wants his own way, disruptive  
 \_\_\_\_\_ Difficult to work with, helps only when asked  
 \_\_\_\_\_ Usually works well but needs to be reminded  
 \_\_\_\_\_ Works well with others most of the time  
 \_\_\_\_\_ Consistent excellent cooperation even under stress

**INITIATIVE: Ability to go ahead without being asked**  
 \_\_\_\_\_ Takes no initiative, must be repeatedly asked to work  
 \_\_\_\_\_ Takes very little initiative, must be urged to work  
 \_\_\_\_\_ Does routine work acceptable, rarely goes ahead on own  
 \_\_\_\_\_ Fairly resourceful, does well on his own, usually busy  
 \_\_\_\_\_ Very resourceful, always takes initiative, keeps busy

**JUDGMENT: Ability to make wise decisions**  
 \_\_\_\_\_ Conclusions often faulty, rarely considers consequences  
 \_\_\_\_\_ Usually makes decisions without considering all alternatives  
 \_\_\_\_\_ Average judgment  
 \_\_\_\_\_ Action generally based on good reasoning  
 \_\_\_\_\_ Outstanding ability to reach sound and logical conclusions

NAME OF TRAINING STATION \_\_\_\_\_

**INTEREST IN WORK: Attitude toward work**  
 \_\_\_\_\_ Always appears bored, no enthusiasm, poor attitude  
 \_\_\_\_\_ Interested in some aspects of work, little enthusiasm for others  
 \_\_\_\_\_ Normally interested and enthusiastic about work, good attitude  
 \_\_\_\_\_ Always shows interest and enthusiasm, positive attitude  
 \_\_\_\_\_ Very enthusiastic, eager to please, shows high level of interest

**JOB PROGRESSION: Acquisition of skills; quality of work**  
 \_\_\_\_\_ Little or no progress, does not try  
 \_\_\_\_\_ Pays little attention to learning, makes frequent errors, careless  
 \_\_\_\_\_ Average progress, makes occasional errors  
 \_\_\_\_\_ Makes few errors, careful, understands job tasks  
 \_\_\_\_\_ Excellent progress, very careful, needs little supervision

**DOES THE STUDENT HAVE ANY OF THE FOLLOWING PROBLEMS?**  
 \_\_\_\_\_ Too many personal visitors \_\_\_\_\_ Too many personal phone calls  
 \_\_\_\_\_ Requests special privileges \_\_\_\_\_ Asks for time off too frequently  
 \_\_\_\_\_ Does not follow company policies \_\_\_\_\_ Wastes company time/resources

If yes to any of the above, please explain below and/or give additional comments concerning the progress of this student.

**COMMENTS:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

EVALUATED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PLEASE RETURN BY \_\_\_\_\_ TO: **Jill Covington McGee**  
**MOUNTAIN BROOK HIGH SCHOOL**  
**3650 BETHUNE DRIVE**  
**BIRMINGHAM, AL 35223**

FAX: 205-414-3886

*Thank you for assisting in the evaluation of this student. If you have any questions please feel free to call me at 205-414-3795.*

**NOTICE OF NONDISCRIMINATION:** The Mountain Brook School system does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in any of its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding nondiscrimination policies: Dr. Dale Wisely—Director of Student Services (Title VI), (wiselyd@mtbrook.k12.al.us); Mrs. Sylvia Harper—Personnel Director (Title IX), (sharper@smtbrook.k12.al.us); Dr. Missy Brooks—Director of Instruction (Title II), (wildman-brooks@mtbrook.k12.al.us); Mrs. Shannon Mandy—Special Education Director (Section 504), (mandy@mtbrook.k12.al.us). Contact information: 32 Vine Street, Mountain Brook, AL 35213, 205-871-4608.

# BELL SCHEDULE



## Regular Schedule

First Period	8:00--8:50 [50]
Second Period	8:55--9:49 [54]
Third Period	9:54--10:44 [50]
Fourth Period	10:49--11:39 [50]
Fifth Period	11:44--12:34 [50]
Sixth Period	12:39--1:29 [50]
Seventh Period	1:34--2:24 [50]
Eighth Period	2:29--3:19 [50]

## PSAT Testing Schedule

First Period	11:10--11:36 [26]
Second Period	11:41--12:11 [30]
Third Period	12:16--12:42 [26]
Fourth Period	12:47--1:13 [26]
Fifth Period	1:18--1:44 [26]
Sixth Period	1:49--2:15 [26]
Seventh Period	2:20--2:46 [26]
Eighth Period	2:51--3:19 [28]

## Assembly/Club Schedule

First Period	8:00--8:45 [45]
Second Period	8:50--9:39 [49]
<b>ASSEMBLY/CLUB</b>	<b>9:44--10:19 [35]</b>
Third Period	10:24--11:09 [45]
Fourth Period	11:14--11:59 [45]
Fifth Period	12:04--12:49 [45]
Sixth Period	12:54--1:39 [45]
Seventh Period	1:44--2:29 [45]
Eighth Period	2:34--3:19 [45]

## Conference Day Schedule

First Period	8:00--8:40 [40]
Second Period	8:45--9:25 [40]
<b>CONFERENCE SESSIONS</b>	<b>9:30--10:49 [79]</b>
Third Period	10:54--11:34 [40]
Fourth Period	11:39--12:19 [40]
Fifth Period	12:24--1:04 [40]
Sixth Period	1:09--1:49 [40]
Seventh Period	1:54--2:34 [40]
Eighth Period	2:39--3:19 [40]

## Pep Rally Schedule

First Period	8:00--8:45 [45]
Second Period	8:50--9:39 [49]
Third Period	9:44--10:29 [45]
Fourth Period	10:34--11:19 [45]
<b>PEP RALLY</b>	<b>11:24--11:59 [35]</b>
Fifth Period	12:04--12:49 [45]
Sixth Period	12:54--1:39 [45]
Seventh Period	1:44--2:29 [45]
Eighth Period	2:34--3:19 [45]

## Double Assembly Schedule

First Period	8:00--8:42 [42]
Second Period	8:47--9:33 [46]
<b>ASSEMBLY</b>	<b>9:38--10:37 [59]</b>
Third Period	10:42--11:24 [42]
Fourth Period	11:29--12:11 [42]
Fifth Period	12:16--12:58 [42]
Sixth Period	1:03--1:45 [42]
Seventh Period	1:50--2:32 [42]
Eighth Period	2:37--3:19 [42]

## Homecoming Schedule

First Period	8:00--8:17 [17]
Second Period	8:22--8:43 [21]
Third Period	8:48--9:05 [17]
Fourth Period	9:10--9:27 [17]
Fifth Period	9:32--9:49 [17]
<b>ASSEMBLY</b>	<b>9:54--10:54 [60]</b>
Sixth Period	10:59--11:16 [17]
Seventh Period	11:21--11:38 [17]
Eighth Period	11:43--12:00 [17]

## Awards Day Schedule

First Period	8:00 --8:38 [38]
Second Period	8:43 -- 9:21 [38]
Third Period	9:26 -10:04 [38]
<b>AWARDS ASSEMBLY</b>	<b>10:09 -- 11:44 [95]</b>
Fourth Period	11:49--12:27 [38]
Fifth Period	12:32-- 1:10 [38]
Sixth Period	1:15 -- 1:53 [38]
Seventh Period	1:58 --2:36 [38]
Eighth Period	2:41---3:19 [38]

## Extended First Period

<b>FIRST PERIOD</b>	<b>8:00 -- 9:11 [71]</b>
Second Period	9:16-10:07 [51]
Third Period	10:12-10:59 [47]
Fourth Period	11:04-11:51 [47]
Fifth Period	11:56-12:43 [47]
Sixth Period	12:48--1:35 [47]
Seventh Period	1:40--2:27 [47]
Eighth Period	2:32--3:19 [47]

## First Day of School

First Period	10:00-10:35 [35]
Second Period	10:40-11:19 [39]
Third Period	11:24-11:59 [35]
Fourth Period	12:04-12:39 [35]
Fifth Period	12:44--1:19 [35]
Sixth Period	1:24--1:59 [35]
Seventh Period	2:04--2:39 [35]
Eighth Period	2:44--3:19 [35]

## MINORS UNDER 18

Minors under 18 are prohibited from the following occupations:

- (1) In or about or in connection with any mine, coke breaker, cook oven, or quarry in any capacity.
- (2) In wrecking, demolition, and ship-breaking.
- (3) In any tunnel or excavation with a depth of four feet or more.
- (4) In any roofing, scaffolding, or sandblasting operations.
- (5) Operating or driving any truck or heavy equipment over three tons gross weight.
- (6) In logging or around any sawmill, lathe mill, shingle, or coppage-stock mill.
- (7) Operating any power-driven woodworking, bakery, or paper products machinery.
- (8) Upon any steam, electric, diesel, hydraulic, or other railroad.
- (9) As firefighters.
- (10) Operating any stamping machines used in sheet metal or tin ware, or in paper or leather manufacturing, or washer or nut factories.
- (11) In or around any steam boiler or rolling mill machinery operating any power-driven metal forming, cutting, straightening, drawing, punching, or shearing machines.
- (12) Operating or assisting in operating any elevators, open freight elevators, cranes, derricks, or other power-driven hoisting apparatus, with exception of an unattended automatic passenger elevator.
- (14) Operating any paper cutting, stapling, corrugating, or punching machines.
- (15) Assembling, adjusting, cleaning, oiling, or servicing machinery in motion.
- (16) Operating any circular saws, band saws, or guillotine shears.
- (17) In or around any distillery where alcoholic beverages are manufactured, bottled, wrapped, or packed.
- (18) In the manufacture, storage, or transportation of explosive components.
- (19) In the manufacturing of brick, tile, or similar products.
- (20) In the manufacture or transportation of dangerous or toxic chemicals or compounds.
- (21) In, about, or in connection with, poisonous dyes, dangerous or poisonous gases, compositions of dye in dangerous quantities, dangerous or poisonous acids, or pesticides.
- (22) In any activity involving exposure to radioactive substances or ionizing radiation.
- (23) Around asbestos or any other cancer-causing agents
- (24) Operating or assisting in operating any job, cylinder, or offset printing presses.
- (25) In any activity involving slaughtering, butchering, and meat cutting.
- (26) In any place of occupation which the department may declare dangerous to life or limb or injurious to the health or morals of persons under 18 years of age.

Some prohibited occupations may be allowed for registered apprenticeships and certain student-learner programs.

## ALCOHOL

Employees must be 21 to serve alcoholic beverages for consumption on premises (19 if license is RVP certified).

Minors 16 and older may be employed in such establishments as busboys, janitors, dishwashers, cooks, hostesses, or waiters.

**14 and 15 year old minors SHALL NOT** work in any establishment that serves alcohol for consumption on premises (Note: Members of the immediate family of the owner or operator who are 14 or 15 years of age may be employed in such establishments provided they do not serve, sell, dispense, or handle alcohol.)

### ADULT ESTABLISHMENTS

No person under 18 years of age shall be employed in or perform in any adult establishment.

### INSPECTIONS BY THE DEPARTMENT OF LABOR

The Department of Labor has the right to enter, without warrant or notice, any business establishment for the purpose of routine inspections. These visits shall be conducted as frequently as needed to insure that minors are employed in compliance with this act. The department shall enforce this act and administer fines and/or prosecution for any violation of this act.

### TRAINING AND EDUCATION

Child Labor personnel are available at no cost, when scheduling is possible, for presentations to schools, organizations, and employer groups. Please contact Child Labor Enforcement if interested.

Alabama Department of Labor  
Child Labor Enforcement

649 Monroe Street  
Montgomery, AL 36131  
Ph: (334) 956-7390  
Fax: (334)956-7391  
[childlabor@labor.alabama.gov](mailto:childlabor@labor.alabama.gov)

Occupations that are not prohibited by State Law may still be restricted by Federal Law. Consult <https://www.dol.gov/whd/childlabor.htm> for more information.

Published 2019



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LAW

[www.labor.alabama.gov](http://www.labor.alabama.gov)

## CHILD LABOR CERTIFICATES

Employers who wish to employ a person under 18 years of age must obtain the appropriate Child Labor Certificate(s) for each location where persons under 18 years of age are employed.

A Class I Child Labor Certificate is required for the employment of 14 and 15 year old minors.

A Class II Child Labor Certificate is required for the employment of 16 and 17 year old minors.

Child Labor Certificates must be posted in public view

Apply for the certificate by going to:

[www.labor.alabama.gov](http://www.labor.alabama.gov)

## ELIGIBILITY TO WORK FORM

An Eligibility to Work Form, issued by the school, must be kept on file for all 14 and 15 year old employees.

## POSTER

A Child Labor Law poster (2009 version or later) must be on display in every location employing minors 18 and younger.

## RECORD KEEPING

Each employer must keep on premises an **Employee Information Form, Proof of Age, and Time Records** showing the number of hours worked each day, starting and ending times, and break times for each employee 18 years of age and younger.

(For full text see AL § 25-8-38)

**Acceptable Proof of Age:** A copy of a birth certificate, driver's license, or identification card issued by a federal, state, or local government agency provided the ID card includes the employee's name and date of birth.

Employers who chose not to use the **Employee Information Form** must keep a separate file for each employee 18 and younger which includes the following information: The employee's name, address, telephone number, date of birth, date of hire, proof of age, school of attendance, and time records.

The **Employee Information Form** can be found at

[www.labor.alabama.gov](http://www.labor.alabama.gov)

## MINIMUM AGE TO WORK 14 YEARS OF AGE

Persons under 14 years of age shall not be employed

**CHILDREN OF PARENTS WHO OWN THEIR OWN BUSINESS ARE NOT EXEMPT FROM THE ALABAMA CHILD LABOR LAW. THEY MAY BE EXEMPT FROM THE AGE REQUIREMENT IF THE PARENT IS THE SOLE OWNER OF THE BUSINESS. THE CHILD MUST BE PURELY UNDER THE SUPERVISION OF THE PARENT, AND PERFORMING NON-HAZARDOUS DUTIES.**

## WORK TIME RESTRICTIONS (14-15 YEAR OLD MINORS)

### DURING MONTHS WHEN PUBLIC SCHOOL IS IN SESSION:

Not before 7am or after 7pm ANY DAY OF THE WEEK  
Not during hours when school is in session (8AM-3PM)  
No more than 3 hours on ANY SCHOOL DAY  
No more than 8 hours on non school days  
No more than 6 days in one week  
No more than 18 hours per week

### DURING THE SUMMER MONTHS:

Not before 7am or after 9pm ANY DAY OF THE WEEK  
No more than 8 hours a day  
No more than 40 hours per week  
No more than 6 days per week

## WORK TIME RESTRICTIONS (16-18 YEAR OLD MINORS)

Minors 16, 17, & 18 years old, who are enrolled in public or private school shall not work between 10pm and 5am on any night preceding a school day.  
The school superintendent may, on an individual basis, grant exemptions to this time restriction.

## BREAKS

A 30 minute break is required for any 14 or 15 year old person employed for more than 5 hours continuously.

All required breaks must be documented in the employees time records.

No breaks are required for employees age 16 and older.

## MINORS UNDER 16

Minors under 16 are prohibited from being employed in the following occupations or places:

In, about, or in connection with any manufacturing or mechanical establishment, cannery, mill, workshop, warehouse, or machine shop.

- (1) Operating or assisting in operating any sandpaper or wood polishing machinery, any washing, grinding, or mixing machinery, or commercial laundry equipment.
- (2) Operating or assisting in operating any machines used in picking wool, cotton, hair, or any other material.
- (3) In any work in or about a rolling mill, machine shop, or manufacturing establishment which is hazardous or dangerous to health, limb, or life.
- (4) In proximity to any hazardous or unguarded gearing.
- (5) Upon any vessel or boat engaged in navigation or commerce within the jurisdiction of this state.
- (6) In the manufacture or packing of paints, colors, or white or red lead.
- (7) In occupations causing dust in injurious quantities
- (8) In soldering, brazing, heat treating, or welding.
- (9) In the building trades, except that persons 14 or 15 years of age who are members of the immediate family of the contractor may be employed in trades involving nonhazardous duties or occupations.
- (10) Repairing, painting, or cleaning buildings or structures while working at the top of ladders, lifts, or scaffolds exceeding a height of six feet.
- (11) In connection with a junk or scrap metal yard.
- (12) Assorting, manufacturing, or packing tobacco.
- (13) Operating any automobile, truck, or motor vehicle, or flagging or directing traffic.
- (14) In airport hangers or landing strips or taxi and maintenance aprons.
- (15) In connection with any lumberyard.
- (16) In any place or occupation which the department declares dangerous to life or limb or injurious to the health or morals of persons under 16 years of age.

(Note: A minor 14 or 15 may sell fireworks if supervised by someone 18 years or older.)

The presence of any person under 18 years of age in any restricted establishment or occupation shall be evidence of their employment.