



(Client Agreement for Under Age 18 Worker)

To be completed by Client Company

Client Name: _____ Client ID #: _____

Employee Name: _____ SS#: _____

Employee Date of Birth: _____ Employee's Current Age: _____ Employee Hire Date: _____

Detailed Job Description for employee: _____

*****Also "Client" must send in with this form a detailed job description on company letter head of what the employee will be doing.

CHILD LABOR LAW SUMMARY

The purpose of the Texas Child Labor Law is to ensure that a child is not employed in an occupation or manner that is detrimental to the child's safety, health, or well-being. "Child" is defined as an individual less than 18 years of age.

Hours of Employment

A child 14 or 15 years of age may not work more than eight hours in one day or more than 48 hours in one week. A child who is 14 or 15 years of age and is enrolled in a term of a public or private school may not work between the hours of 10 p.m. and 5 a.m. on a day that is followed by a school day or between the hours of midnight and 5 a.m. on a day that is not followed by a school day.

A child who is 14 or 15 years of age and is not enrolled in summer school may not work between the hours of midnight and 5 a.m. on a day that that school is recessed for the summer.

Permitted Occupations for 14- and 15- Year Olds

A child who is 14 or 15 years of age may be employed in the following occupations in retail, food service, and gasoline service establishments:

- 1. Office and clerical work (including operation of office machines).
- 2. Cashiering, selling, modeling, art work, work in advertising departments, window trimming and comparative shopping.
- 3. Price marking and tagging by hand or by machine. Assembling orders, packing and shelving.
- 4. Bagging and carrying out customers' orders.
- 5. Errand and delivery work by foot, bicycle, and public transportation.
- 6. Cleanup work, including the use of vacuum cleaners and floor waxers, and maintenance of grounds, but not including the use of power-driven mowers or cutters.
- 7. Kitchen work and other work involved in preparing and serving food and beverages, including the operation of machines and devices used in the performance of such work such as, but not limited to, dishwashers, toasters, dumbwaiters, popcorn poppers, milk shake blenders, and coffee grinders.
- 8. Work in connection with cars and trucks if confined to the following:
Dispensing gasoline and oil.
Courtesy service on premises of gasoline service station.
Car cleaning, washing and polishing.
Other occupations permitted by this section.

But not including work:

Involving the use of pits, racks or lifting apparatus or involving the inflation of any tire mounted on a rim equipped with a removable retaining ring.

9. Cleaning vegetables and fruits, and wrapping, sealing, labeling, weighing, pricing and stocking goods when performed in areas physically separate from areas where meat is prepared for sale and outside freezers or meat coolers.

Prohibited Occupations for 14- and 15- Year Olds

A child who is 14 or 15 years of age may NOT be employed in:

1. Manufacturing, mining, or processing occupations, including occupations requiring the performance of any duties in work rooms or work places where goods are manufactured, mined, or otherwise processed;
2. Occupations which involve the operation or tending of hoisting apparatus or of any power-driven machinery other than office machines;
3. The operation of motor vehicles or service as helpers on such vehicles;
4. Public messenger service;
5. Occupations which the Secretary of Labor may, pursuant to Section 3(l) of the Fair Labor Standards Act and Reorganization Plan No. 2, issued pursuant to the Reorganization Act of 1945, find and declare to be hazardous for the employment of minors between 16 and 18 years of age or detrimental to their health or well-being;
6. Occupations in connection with:
 - (a) Transportation of persons or property by rail, highway, air, water, pipeline, or other means;
 - (b) Warehousing and storage;
 - (c) Communications and public utilities;
 - (d) Construction (including demolition and repair);

Except such office (including ticket office) work, or sales work, in connection with paragraph 6(a)(b)(c) and (d) of this section as does not involve the performance of any duties on trains, motor vehicles, aircraft, vessels, or other media of transportation or at the actual site of construction operations.

7. Work performed in or about boiler or engine rooms;
8. Work in connection with maintenance or repair of the establishment or equipment;
9. Outside window washing that involves working from window sills, and all work requiring the use of ladders, scaffolds, or their substitutes;
10. Cooking;
 - (a) Including the use of electric and gas grilles that entail cooking over an open flame;
 - (b) Including the use of deep fryers that are not equipped with and utilize devices that automatically lower and raise the baskets into and out of oil or grease.
 - (c) Including the cleaning of kitchen surfaces and non-power driven kitchen equipment - including the filtering, transporting, and dispensing of oil and grease - but only when the temperature of the surfaces, equipment, oil and grease exceeds 100 F.
11. Baking;
12. Occupations which involve operating, setting up, adjusting, cleaning, oiling, or repairing power-driven food slicers and grinders, food choppers, and cutters, and bakery-type mixers;
13. Work in freezers and meat coolers and all work in the preparation of meats for sale;
14. Loading or unloading goods to and from trucks, railroad cars, or conveyors;
15. All occupations in warehouses except office and clerical work

Prohibited Occupations for 16- and 17- Year Olds

These occupations include work:

1. In or about plants or establishments manufacturing or storing explosives.

2. Involving the driving of motor vehicles and outside helpers
 - A. on any public road or highway
 - B. in or about any place where logging or sawmill operations are in progress, or
 - C. in excavations.
 (Under certain conditions, driving a motor vehicle for a commercial purpose is NOT considered a hazardous occupation under state or federal law.)
3. Connected with coal mining.
4. Involving logging operations and sawmill operations.
- *5. Operating or assisting to operate power-driven woodworking machines.
6. Involving exposure to radioactive substances and to ionizing radiations.
7. Operating or assisting to operate power-driven hoisting apparatus such as elevators, cranes, derricks, hoists, high-lift trucks.
- *8. Operating or assisting to operate power-driven metal forming, punching, and shearing machines.
9. In connection with mining, other than coal.
- *10. Operating or assisting to operate power-driven meat processing machines.
11. Operating or assisting to operate power-driven bakery machines.
- *12. Involving the operating of power-driven paper-products machines, scrap paper balers and paper box compactors.
 (Under certain conditions, loading a baler or box compactor is NOT considered a hazardous occupation under state or federal law.)
13. Manufacturing brick, tile and kindred products.
- *14. Operating or assisting to operate power-driven circular saws, band saws and guillotine shears.
15. Wrecking, demolition and ship-breaking operations.
- *16. Roofing operations and work on or about a roof.
- *17. Connected with excavation operations

The hazardous occupations designated by an asterisk (*) have apprentice or student-learner exemptions.

By signing below the employee in question and client has fully read and acknowledges the Texas Child Labor Laws and will abide by these laws in order for this child to be an employee of Employee Professionals.

EMPLOYEE SIGNATURE: _____ **TODAY'S DATE:** _____

LEGAL GUARDIAN OF EMPLOYEE: _____ **TODAY'S DATE:** _____

CLIENT SIGNATURE: _____ **TODAY'S DATE:** _____

PENALTIES:

State of Texas — An offense under Chapter 51, Texas Labor Code, is a Class B misdemeanor, except for the offense of employing a child under 14 to sell or solicit, which is a Class A misdemeanor. If the Commission determines that a person who employs a child has violated this Act, or a rule adopted under this Act, the Commission may assess an administrative penalty against that person in an amount not to exceed \$10,000 for each violation. The attorney general may seek injunctive relief in district court against an employer who repeatedly violates the requirements established by this Act relating to the employment of children.

Federal — The FLSA prescribes a maximum administrative penalty of \$11,000 per violation and/or criminal prosecution and fines.

Please Fax This Form to: Employee Professionals (281)398-1960

EMPLOYEE JOB DESCRIPTION FORM

Employee Social Security - -

Employee Name: _____

Job Title: _____ Client Name: _____

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Job Description:

Describe your essential job duties: _____

Total Hours in a workday _____

Do you have the ability to alternate
 Between sitting and standing/walking?

Sitting hours in a day _____

Yes _____ No _____

Standing / walking hours in a day _____

.....

Physical Effort Required:

(Check appropriate boxes)

	Never	Seldom	Occasional	Frequent	Repetitive
Handle/Finger/Feel:					
Reach/Push/Pull:					
Bend/Stoop/Crouch:					
Kneel/Crawl:					
Climb/Balance:					
Lift/Carry (frequency):					
Up to 10 lbs.					
Up to 20 lbs.					
Up to 50 lbs.					
Up to 100 lbs.					
Over 100 lbs.					

Responsibilities:

List in order of importance the major responsibilities of the job and estimate the percentage of time spent on each responsibility (the main function of the job may or may not be the one where the most time is spent).

1. _____	_____ %
_____	_____ %
2. _____	_____ %
_____	_____ %
3. _____	_____ %
_____	_____ %
4. _____	_____ %
_____	_____ %
5. _____	_____ %
_____	_____ %
6. _____	_____ %
_____	_____ %

What is the overall purpose and objective of this position (why does the position exist)?

Payroll Information:

Employment Status	Exempt/No-exempt	Hourly or Salary
Regular: []	from Overtime:	
Temporary: []	Exempt []	Hourly wage: \$ _____
Full-time: []	Non-Exempt []	Salary wage: \$ _____
Part-time: []		
Intern: []		

Employee Signature: _____ Date: _____

Manager / Supervisor Signature: _____