

THESE ARE THE POLICIES OUR ORGANIZATION FOLLOWS:

Iron Arch Management, dba McDonald's 14 & 15 Year Old Labor Restrictions

The following is the policy of Iron Arch Management, dba McDonald's for employing 14 & 15 year old crew members in our restaurants. These policies are in place to ensure that Iron Arch McDonald's is in compliance with state labor laws. These restrictions are programmed into e*Restaurant to help ensure 14 and 15 year olds are not scheduled outside of these parameters:

14 AND 15 YEAR OLD LABOR RESTRICTIONS

- **Iron Arch Policy:** May not work during school hours.
- **Iron Arch Policy:** May not work before 7:30 AM or after 6:30 PM during the school year. (After 8:30 p.m., June 1 to Labor Day depending on your high school calendar year).
- **Iron Arch Policy:** May not work more than 2.5 hours per day on school days during the school year.
- **Iron Arch Policy:** May not work more than 7 hours per day on non-school days (including break), such as weekends and school holidays during the school year AND when school is not in session.
- **Iron Arch Policy:** May not work more than 16 hours per week when school is in session (including weekends).
- **Iron Arch Policy:** May not work more than 35 hours per week when school is not in session (summer break).
- **Iron Arch Policy:** May not work more than 4 days in a week during the school year AND no more than 5 days in a week when school is NOT in session.

ADDITIONAL LAWS/McD POLICY FOR 14 AND 15 YEAR OLDS

- Must have a 30 minute break for each period of 5 continuous hours of work. This break must be scheduled into their work schedule.
- Not allowed to work any split shift.
- Not allowed to use knives (including cutting lemons), cannot be on a ladder of any type, including step stools, cannot work in the freezer for an extended amount of time (this does not include retrieving product from the freezer for use in the restaurant), use a vat (both protein and fries), and may not transport product from one restaurant to another. Although not a law, Iron Arch avoids having our 14 & 15 year olds work in the grill area.
- No transfers from store-to-store.
- Must have a valid work permit and other required documentation in the employee's file.
- Be clearly identified at all times (red name tag, red hat and red uniform shirt).

Wisconsin Minor Labor Laws

State and federal laws do not limit the hours that minors 16 years of age or over may work, except that they may not be employed or permitted to work during hours of required school attendance under [Wis. Stat. § 118.15](#).

State and federal laws also permit minors under 16 to work up to seven days per week in the delivery of newspapers and agriculture. In most other types of labor, minors under 16 may only work six days a week. Most employers must obtain work permits for minors before permitting them to work.

Maximum Hours of Work for 14 & 15 year-old minors	After Labor Day through May 31	June 1 through Labor Day
Daily Hours		
Non-School Days	8 hours	8 hours
School Days	3 hours	3 hours
Weekly Hours		
Non-School Weeks	40 hours	40 hours
School Weeks	18 hours	18 hours
Permitted Time of Day	7 am - 7 pm	7 am - 9 pm

Employers subject to both federal and state laws must comply with the more stringent section of the two laws.

State employment of minors laws prohibit work during times that minors are required to be in school, except for students participating in work experience and career exploration programs operated by the school.

Minors under 16 years of age are limited to the maximum hours and time of day restrictions even though they may work for more than one employer during the same day or week

Minors under 18 years of age may not work more than 6 consecutive hours without having a 30-minute, duty free meal period.

Minors 16 and 17 years of age who are employed after 11:00 pm must have 8 hours of rest between the end of one shift and the start of the next shift.

Minimum Wage for minors is \$7.25 per hour. Employers may pay an "Opportunity Wage" of \$5.90 per hour for the first 90 days of employment. On the 91st day, the wage must increase to \$7.25 per hour

For further information about the federal employment of minors laws call (608) 441-5221, or write to [U.S. Department of Labor](#), Wage & Hour Division.

For further information about the state employment of minors laws, call the Equal Rights Division in Madison (608) 266-6860 or Milwaukee (414) 227-4384.