



Meals & Breaks for Minors

As an employer who regularly employs individuals under the age of 18 who are considered minors by law, it is imperative that we at Chicago Scoops, LLC adhere to the federal and state guidelines put forth to ensure proper shifts and breaks for said employees.

As a General Manager you are responsible for ensuring that all of your employees, especially minor employees, are clocking in and out of Focus for their scheduled shifts and scheduled break times.

By signing this document, you agree to the following terms:

- Obtain work permits from the appropriate employees (see below) to keep on file in the store as well as being sent to Payroll.
- In accordance with state law (see below), you will ensure that any minor employee with a shift that exceeds 5 hours has a scheduled 30-minute break
- You will ensure that each minor employee clocks out of Focus for the duration of their break.
- You will ensure that the working hours allotted for minor employees as detailed below is followed accordingly.
- You will ensure that the most up-to-date copy of the Notice of Teen Work Hour Restrictions is posted in a conspicuous area in the store where employees can see it. You are responsible for posting and adhering to the restrictions as identified in exhibit/appendix A.
- Each week, you will email the weekly staff schedule as well as the break schedule to payroll@chicago-scoops.com.
- Any minor employee who does not clock out for their break will be written subject to disciplinary action or termination due to time theft as is laid out in their employee handbook.

INDIANA

- With limited exceptions, employees under age 18 must receive one or two rest periods that total 30 minutes if they work at least 6 consecutive hours, which may be taken at any point during the shift.
- Work permits required for employees under 18.

Printed Name:

Signature:

Date Signed: