

## Why the Asterisk on the RTI schedule?

Asterisks appear in RTI schedule on each new hire so the GM can verify if the new hire is subject to the child labor laws.

Name	Monday			Tuesday		
	In	Out	Hrs	In	Out	
[REDACTED]	*			5:00p	7:00p	
[REDACTED]	*					
[REDACTED]	*					
[REDACTED]	*					
[REDACTED]	*	7:00p	12:00a	5.00	5:30p	12:00a
[REDACTED]	*					
[REDACTED]	*	11:00a	5:00p	6.00	11:00a	5:00p
[REDACTED]	*					
[REDACTED]	*	7:00p	12:00a	5.00	7:00p	12:00a
[REDACTED]	*			7:00p	12:00a	
Total			144.00		125	

If the employee is 15, leave the check mark in the Minor box in the Employee Profile in RTI. These employees must follow the labor laws for minors. See attached.

If the employee is 16 or older remove the check mark and they will be alphabetized on the schedule

The screenshot shows the 'Employee Profile' form in RTI. The form is divided into several sections: 'Employee Information', 'Contact Information', and 'Employee Status'. The 'Employee Information' section includes fields for Employee ID (2881), First Name, Middle Name, Nickname, Last Name, Street Address, City, State/Province (Idaho), County, and Zip/Postal Code (83442). The 'Employee Status' section includes checkboxes for 'Active' (checked), 'Minor' (circled), 'Emancipated Minor', and 'Healthcare Qualified'. The 'Minor' checkbox is circled in black, indicating it should be checked for employees under 16.

# Labor Laws for 15-Year-Old Workers

When public school is in session:

- No working during school hours
- A maximum of three hours total on school days
- Not earlier than 7am or later than 7pm
- No more than 18 hours per week

When public school is not in session:

- A maximum of eight hours per day
- No more than 40 hours per week
- No earlier than 7am or later than 9pm between June 1<sup>st</sup> and September 3. (Labor Day)