

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), and may not transport product from one restaurant to another.
- 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).



Child Labor Law Compliance

The Illinois Child Labor Law (820 ILCS 205/1 et seq.) regulates the employment of minors under the age of 16 years and requires all minors to have employment certificates.

The Superintendents of Schools or their duly authorized agents issue employment certificates for minors enrolled in school and children under the age of 13 who are involved in certain activities such as talent shows and movie production.

Required Procedures For Teens

1. "Letter of intent to hire" must be obtained from all prospective employers. The letter must outline hours worked.
2. Teen and parent or guardian must bring this letter to an issuing officer at minor's school or school district to obtain the required work permit.
3. The issuing officer will review criteria and verify safety before issuing the work permit.

Required Procedures For Employers

1. Employers are prohibited from hiring teens under 16 years of age who fail to present an approved work permit.
2. Employers who employ teens without having a work permit on the premises are subject to fines by the Department.

Hour Restrictions

1. When school is in session, children 14 and 15 years of age may work:
 - o Up to 3 hours per day;
 - o Up to 24 hours per week; and
 - o The combined hours of school and work may not exceed 8 hours per day.
2. When school is NOT in session (including summer vacations, holidays and weekends), children under the age of 16 may NOT work:
 - o More than 8 hours per day;
 - o More than 6 days per week; nor
 - o More than 48 hours per week.
3. Allowed hours of work are 7am to 7pm except between June 1st and Labor Day, when working hours may be extended to 9pm.
4. A scheduled meal period of at least 30 minutes shall be provided no later than the 5th consecutive hour of work.

Employers of minors shall post a schedule stating the hours of work and time of the lunch period. The employer shall also furnish any minor with a statement describing the specific nature of the work to be performed and the hour and days the minor is to work. The minor must present this statement to the issuing officer at the minor's school (or the school district if the child has not yet been enrolled in school) along with a copy of minor's birth certificate. The minor must be accompanied by a parent or guardian.

When both the Illinois Child Labor Law and Fair Labor Standards Act provisions cover the establishment, the stricter of the two laws will prevail.