

C & R Management Employment of Minors 15-Year-Old Policy and Guidelines



Welcome to the team! We are so excited to work with you. We want to be a great employer and create a safe workplace for you. Because you are under 18, Federal Law and Utah Labor Laws restrict the hours you can work and the job duties you can perform. C & R Management values your safety so our company policies have been created with your well-being top of mind. Below are the details of how we will protect you and what you can do to be safe at work.

MINOR EMPLOYEES

For purposes of this Policy, a minor includes any individuals between the ages of 15 to 17 (“Minor Employees”).

15-YEAR-OLD EMPLOYEE UNIFORM

We will provide you with a uniform that is designated for 15-year-old employees which consists of a red McDonald’s t-shirt, hat, and name tag. Please wear each of these on every shift you work. This makes you easily identifiable to management.

SCHEDULING RESTRICTIONS AND GUIDELINES FOR MINOR EMPLOYEES

15-year-old Employees

When school is IN SESSION (Labor Day- May 31st) Employees who are 15 may **NOT WORK** (or be scheduled to work):

- More than 2 hours and 45 minutes of work per day Monday through Friday.
- More than 7 hours on Saturday and Sunday.
- More than 16 hours per week.
- Can be scheduled between 3 pm and 6:45 pm Monday through Friday.
- Can be scheduled between 8 am and 6:45 pm Saturday and Sunday.
- No more than 8 hours in a 24-hour period.
- More than 5 consecutive days.
- Employees who are 15 may not pick up extra shifts on NEXT or change their schedule without approval from the General Manager.

Summer (June 1st- Labor Day) and Weeks when NO School is in Session (such as Fall, Winter, Or Spring Break):

- No more than 7 hours of work per day.
- No More than 36 hours per week.
- Can be scheduled between 8am and 8pm Monday through Sunday.
- No more than 8 hours in a 24-hour period.
- Employees who are 15 may not pick up extra shifts on NEXT or change their schedule without approval from the General Manager.

16 & 17-year-old Employees

- May not work during hours when the Minor employee is required to attend school unless employee has provided proof of graduation, GED, or Work Release (Copy must be placed in employee file).

PROHIBITED WORK DUTIES FOR MINOR EMPLOYEES

All Employees under age 18 are PROHIBITED from:

- Adjusting, cleaning, oiling, or servicing any machinery
- Operating a high-pressure steam or high temperature water boiler
- Filtering Oil
- Using knives or box cutters
- Working in freezers except to momentarily enter to retrieve items
- Using trash compactors or power washers
- Standing or working on a ladder
- Going on roof or performing any cleaning on roof
- Driving on public roadways while on the job

Additionally, 15-year-old Employees are PROHIBITED from:

- Grills and fryers in kitchen
- French Fries
- Cooking and Baking
- Operating fryers, steamers, and pressure cookers for food preparation
- Using sharpened tools
- Cleaning grills, toasters, or fryers
- Maintaining, oiling, cleaning, or repairing machines or equipment
- Loading or unloading trucks
- Changing Trash Compactors in the dining room
- Cleaning blended ice machine

POSITIONS WHERE 15-Year-old Employees CAN WORK:

We want you to take care of our customers, interact and talk to them, take their orders, and serve them with a smile.

- Cashier
- Presenter
- Beverages (coffee, soft drinks, espresso, blended beverages)
- Runner
- Coordinator
- Assemble delivery orders
- Prep burritos, happy meals, etc.
- Stocking (just don't use ladders or heavy lifting)
- Basic cleaning duties in the service area and dining room (not around the fry station or in the kitchen or back sink or stock rooms)
- Can go into walk in to briefly obtain stock

MEAL AND REST BREAKS FOR MINOR EMPLOYEES

- You will be scheduled for a 10-minute rest (paid) break for shifts of 3 hours.
- You will be scheduled for a meal (unpaid 30 Minute) break and a 10-minute rest (paid) break for shifts of 5 to 7 hours.
- You will be scheduled for two 10-minute rest breaks (paid) and one meal (unpaid 30 minute) break for shifts of 7.5 hours or more.
- All meal breaks should be uninterrupted, and employees may not perform any work during meal periods.
- All breaks must be clocked out at the beginning and clocked back in before returning to work. Failure to follow this may result in employment action.

PROOF OF AGE REQUIREMENTS

Minor employees must provide proof of age at orientation. A copy of the document provided will be kept in the employee's file.

If you have any questions or concerns about any of these rules or guidelines or issues that may arise during your employment, feel free to contact your General Manager or Human Resources at (801) 280-9299. Your education is important to us, please let us know if you need to adjust your availability. We encourage you to review this policy with your parent or guardian. Please sign below to acknowledge you have and read understand these policies.

I have read and understand the C & R Management 15-year-old Employment Guidelines Policy. I understand that this policy must be followed while I am under the age of 16. I will talk to the shift manager, general manager, or area supervisor if these policies are not being followed. I will update the general manager 2 weeks before my 16th birthday so I can be issued another uniform and update my availability and review job duty changes for 16- and 17-year-old employees. I understand that these policies are to keep me safe at work and that if I do not follow these policies, it will result in employment action including up to termination.

C & R Management independently owns and operates this McDonald's brand restaurant and is your sole employer. This policy on the Employment of Minors (the "Policy") describes C & R Management's expectations for the duties and hours worked by Minor Employees (defined below). C & R Management is committed to supporting this Policy and complying with both federal and state law requirements regarding the employment of minors.

Neither McDonald's Corporation nor McDonald's USA is your employer, nor does either entity control or maintain any policies that affect employee's working conditions or any aspects of their employment. For any questions regarding your employment of the policies of this Organization, please contact C & R Management Human Resource at (801) 280-9299.