


Oklahoma Department of Labor

Paying
Attention



Child Labor Unit

Paying Attention Pays
Youth Employment Educational Outreach Program

Paying Attention Pays

Youth Employment Educational Outreach Game

Background

This lesson plan for “Paying Attention Pays” was developed by Lester P. Claravall, who facilitates the game at schools. “Paying Attention Pays” is a youth employment game that teaches students and teachers about workplace rights and job safety.

In 2006, “Paying Attention Pays” was the recipient of the Governor’s Commendation Award of Excellence for being one of the top programs in the state. In 2007, the National Association of Government Communicators honored “Paying Attention Pays” as one of the best training programs in the country and awarded the game with the prestigious Gold Screen Award for placing second place in the nation in the instructional training category.

In 2009, “Paying Attention Pays” was one of five classroom games from across the nation featured in the February 2009 issue of *Cable in the Classroom*, a magazine out of Washington, D.C., circulated to schools nationwide. Author and gaming expert Jeremy Koester, in his article *Game To Learn*, highlighted how classroom games are an effective way to teach students in school.

Employed with the State of Oklahoma since September 1997, Mr. Claravall currently works as the state’s Child Labor Specialist for the Oklahoma Department of Labor. He specializes in the educational outreach and enforcement when it comes to the Oklahoma Child Labor Law.

For more information about the “Paying Attention Pays” game, please contact the Oklahoma Department of Labor at 405-521-6591, or statewide toll free 888-269-5353, or access the Department’s website at www.labor.ok.gov You may also contact Mr. Claravall at lester.claravall@labor.ok.gov

Paying Attention Pays

Youth Employment Educational Outreach Game

Introduction

- o Welcome
- o Ask introductory questions to get a feel of audience and to “break the ice”
- o Goals
 - o To highlight the labor laws in an easy-to-understand and fun format
 - o To provide insight related to employment standards and job safety
- o Agenda
 - o Introduction
 - o “Paying Attention Pays”
 - o Wage & Hour
 - o Youth Employment
 - o Teen Worker Safety
 - o Wrap up

“Paying Attention Pays”

- o Go over instructions of the game
- o Play game (20 Questions)
- o Use power point to justify answers to questions asked
- o Announce winners

Wrap Up

- o Pass out handouts for future reference
- o Reward winning team with prize
- o Summarize and thank participants for their time
- o Have instructor and participants complete evaluation

Introductory Questions

- o Is there anybody under the age of 16 years? (Follow up with open-ended questions)
- o How many of you worked this summer? (Follow up with open-ended questions)
- o How many of you are currently working? (Follow up with open-ended questions)

The introductory questions help the trainer get a better feel of the audience. It also establishes command and encourages participation early by having the participants raise their hands.

Asking about age helps the trainer to improvise the presentation, especially if the group does not have any minors under the age of 16 years. Certain laws no longer apply once the minor turns 16 years.

Inquiring about the employment gives the trainer a better understanding of the knowledge base of the group. The trainer uses this information to let participants know that the information to be presented will enhance their knowledge. Whether the employee is 14 years of age or 60 years of age, the same labor laws apply.

Introductory Thoughts

- o Let's say you were assigned a drawer, there were five other people in the drawer with you, and at the end of the shift, when the drawer is counted, the drawer comes up \$100 short. Some students do not know what to do.
- o Or, let's say that you worked 40 hours in a given week during the summer. However, when you received your paycheck, the employer only paid you for 30 of those hours. Some students do not know what to do.
- o Do you know what your basic rights are when it comes to workplace safety?
- o If you got injured while at work, do you know what to do?

These introductory questions get the audience to start thinking about the workplace and spark interest in the subject matter. The trainer will explain to the audience that the game questions will related to the above mentioned thoughts. Every employee has a right to a fair, equitable, and safe work environment.

Goals

- o To highlight the labor laws in an easy-to-understand and fun format.
- o To provide insight related to employment standards.
- o To create awareness about workplace rights and job safety

“Paying Attention Pays” is designed as a game to encourage group discussions and friendly competition. While participants play the game, they learn and have fun at the same time - - participants’ attention span improves, and information is retained. A summary sheet is handed out at the end of the game so that participants will have a handy resource they can take with them for future reference.

If participants pay attention, it pays. Participants learn about work-related issues that most people don’t become aware of until they enter the workforce. Whether an employee is 14 years of age or 60 years of age, it’s important for workers to understand workplace issues and job safety. Having knowledge of labor laws is important regardless of age.

“Paying Attention Pays” teaches students about the labor laws that will affect them when they enter the workforce. The game is designed to enhance knowledge and give participants substantive information when it comes to their rights in the workplace.

Agenda

- o Introduction
- o “Paying Attention Pays”
 - o Wage & Hour
 - o Youth Employment
 - o Teen Worker Safety
- o Wrap Up
- o Evaluation

Room Arrangement

- o Work with the instructor on class size ahead of time. A classroom with more than 30 students may be too large. If the class is too large, the interactive presentation may not be as effective.
- o Let the instructor know that the class will be broken up into even-numbered teams. Check to see whether classroom desks may be rearranged to allow for participants to break into circles to play the game. If possible, arrange to meet in a room where there are tables.
- o Have the school furnish the following items for the presentation: projector/smart board, table for material, and extension cord. If there is not a smart board available, have the school provide a screen or white background for the power point.
- o Prepare enough material for all participants ahead of time. Have enough prizes in the event of a tie. It is better to have more than less.
- o Prepare for the unexpected, be prepared, and have fun.

Game Material

- o Lap top computer (or use the school's computer to run program)
- o CD containing "Paying Attention Pays" game
- o Projector and smart board (bring projector and have screen if no smart board)
- o Extension cord (and tape to tape down the cord to prevent tripping hazard)
- o Table (to place game material and summary sheets)
- o Podium (optional - to place lesson plan and notes)
- o Packet containing giant cards of Letter A (green), Letter B (gray), and Letter C (yellow)
- o List of 20 questions and 4 tie breaker questions
- o Youth employment dollars - Ones (green), Fives (red), Tens (yellow), Hundreds (blue)
- o Timer
- o Summary Resource Sheets (given to each participant)
- o Prize (key chain flashlights, pens, candy, etc.) to winning team

Game Instruction

- o The moderator will have the class break up into teams with equal number of participants.
- o The moderator will have each team select a team leader to be their spokesperson.
- o The moderator will pass out a packet to the team leaders.
 - o Team leaders will open packet which contains three cards, Letter A, B, and C.
 - o Team leaders will be responsible for holding up one of the cards for each question.
- o The moderator will review the rules of the game.
 - o Moderator will read 20 questions.
 - o Moderator will review the three responses for each question.
 - o Moderator will explain that two responses are incorrect and one is correct answer.
 - o Moderator will explain that each team has 10 seconds to discuss.
 - o Moderator will explain that when 10 seconds is up, time will be called.
 - o Moderator will instruct team that they are required to raise a card.
- o The moderator will explain how the winning team will be decided.
 - o A youth employment dollar will be given to each team that answers a question correctly.
 - o A youth employment dollar will not be given if:
 - o A team answers a question incorrectly.
 - o A team fails to raise a card when time is called.
 - o A team raises more than one card when time is called.
 - o A team switches answers after time is called.
 - o Questions are worth different denominations depending on difficulty.
 - o Questions at the end are worth the most, especially the last two questions.
 - o After 20 questions have been read, the team with the most youth employment dollars wins.
 - o In the event of a tie, tie breaker questions using a process of elimination will be used to determine one team winner.
- o The moderator will go through an example before beginning the game.
 - o Teams are not to raise a card til time is called.
 - o Teams are encouraged to hide their answers behind the packet to prevent other teams from seeing their answers.
- o The moderator will reward the winning team with a prize at the end of the game.
- o The moderator will give handout material to each participant at the conclusion of the game. The information passed out summarizes all topics covered during the game.
- o The moderator will encourage questions throughout the presentation but will allow a question/answer session at the end of the game.
- o The moderator will ask participants to complete an evaluation sheet at the end.

Questions/Discussions

1. The state minimum wage is currently what?
 - A. \$5.85 per hour
 - B. \$6.55 per hour
 - C. **\$7.25 per hour**

2. The federal minimum wage is currently what?
 - A. \$5.85 per hour
 - B. \$6.55 per hour
 - C. **\$7.25 per hour**

3. The federal youth minimum wage is currently what?
 - A. \$2.75 per hour
 - B. \$3.35 per hour
 - C. **\$4.25 per hour**

Discuss

- Importance of graduating versus being a high school dropout
- High school diploma and further educational/training opportunities leads to higher pay
- Low wage jobs and industries
- History of minimum wage rate changes (could take 10 years)
- Pay increases and decreases
- Waiters/Waitresses

4. What does FLSA stand for?
 - A. Fair Legal Standards Act
 - B. **Fair Labor Standards Act**
 - C. Federal Labor Standards Act

Discuss

- Federal versus state jurisdiction
- Federal versus state required workplace posters
- Minimum wage, overtime, record-keeping, child labor
- Other federal/state agencies

5. Overtime pay applies when a person works what?
 - A. Over 8 hours in a day
 - B. Over 25 hours in a week
 - C. **Over 40 hours in a week**

Discuss

- Exemptions
- Hourly employees versus salaried employees
- Work week adjustment
- Time-and-a-half

6. The overtime law is a what?
A. State law
B. Federal law
C. Both
7. The employer is required to record time properly and provide what?
A. Itemized statement of deductions
B. Documentation of breaks
C. A work schedule

Discuss

- Workplace requirements
- Legal deductions such as federal and state taxes

8. What is the rule on giving notice?
A. One week notice
B. Two week notice
C. No notice is required

Discuss

- Courtesy
- At-will doctrine
- Notices, reasons, discharge
- Paid for time worked
- Company policy
- Not burning bridges

9. When are employees allowed to have time off?
A. During federal holidays
B. Whenever requested
C. On approval of employer
10. What is the law on breaks and lunches for employees 16 years old and older?
A. 30 minutes for 5 hours worked
B. 1 hour for 8 hours worked
C. No breaks are required

Discuss

- No state or federal break laws for employees 16 years and over
- Required break laws for minors who are 14 - 15 years
- If 5 - 20 minutes, needs to be counted as time worked under federal regulation
- Job may be short-handed or job is such that no breaks may be given

11. If someone quits or gets fired and the work was performed in Oklahoma, when is the final paycheck due?
- A. Immediately
 - B. Within 72 hours
 - C. **At the next scheduled payday**

Discuss

- o Paydays designated in advance
- o Employees must be paid twice each calendar month
- o Some employees may be paid once each calendar month
- o During course of employment, employer has three days to pay paycheck
- o Final paycheck paid through regular pay channels
- o Request to have paycheck mailed - employer required to send through certified mail

12. When can an employer make a legal deduction from an employee's wages?
- A. **Only with a written payroll deduction agreement**
 - B. If your cash drawer is short
 - C. To pay for merchandise

Discuss

- o Orientation
- o Company policies
- o Legal deductions
- o One signature required to allow for legal deductions
- o Employer is at loss if employee is not solely responsible for cash
- o Bona fide disagreement

13. What can be done if your employer refuses to pay you? Contact...
- A. The District Attorney's office
 - B. **The Oklahoma Department of Labor**
 - C. The local police

Discuss

- o Statute of limitation in Oklahoma is three years
- o Importance of keeping a copy of company policies
- o Importance of keeping good records of time worked (personal calendar)
- o Problems - cannot work off the clock - should be free to leave premises or be paid
- o Wage claim process

14. What amount of penalty must an employer pay if the employer fails to pay a terminated employee's final paycheck?
- A. **2 percent of the unpaid wages per day**
 - B. 5 percent of the unpaid wages per day
 - C. 8 percent of the unpaid wages per day

Discuss

- o During course of employment, damages do not apply, only apply to final paycheck
- o The maximum penalty that may be assessed
- o Damages not subject to federal or state taxes

15. What is the minimum age for employment in Oklahoma?
- A. 13 years of age
 - B. **14 years of age**
 - C. 15 years of age

Discuss

- o Parents who own the business or equity interest (exception being hazardous work)
- o Newspaper delivery
- o Casual babysitting
- o Actors and performers
- o Agricultural employment

16. Who issues the work permits?
- A. **The school**
 - B. The employer
 - C. The Oklahoma Department of Labor

Discuss

- o Department of Education/Department of Labor Form 600 and Form 601
- o Minimum age to work is 14
- o Compulsory school attendance (student in good-standing)
- o Work permit is required for 14 - 15 year olds even during the summer
- o Administration office will issues work permit if the school is closed
- o Home school minors (process to obtain work permit)
- o Out of state minors (process to obtain work permit)
- o Permitted occupations for minors under 16 years
- o Office/clerical, restaurants, grocery/retail, general maintenance
- o Prohibited occupations and hazards
- o Safety tips

17. What is the maximum number of hours that a 14 year old may work per week when school is in session?
- A. **18 hours**
 - B. 20 hours
 - C. 25 hours

Discuss

- Importance of school versus the job
- No state or federal restrictions on hours standards once the minor turns 16 years
- School days versus non-school days
- In school part of the week versus out the entire week

18. How late can a 16 year old work when school is in session?
- A. 10 p.m.
 - B. Midnight
 - C. **All night**

Discuss

- Importance of school versus the job
- No state or federal restrictions on time standards once minor turns 16
- School in session versus school not in session (14 & 15 year olds)
- Employment may be terminated if student cannot work schedule (at-will doctrine)
- Working alone

19. Nationwide, what is the average number of minors under 18 years of age injured on the job every year?
- A. 100,000
 - B. **200,000**
 - C. 300,000

Discuss

- Statistics - 70 cases fatal, 77,000 cases require emergency room treatment
- Number one worst teen job in United States - youth traveling sales crews
- Safety - by law, teen workers have basic rights
- Prohibited and hazardous occupations
- Safety tips

20. According to FLSA, there are currently how many hazardous orders?
- A. 10
 - B. **17**
 - C. 25

Discuss

- 17 Hazardous Orders
- Safety

Tie Breaker Questions

1. How many days can an employer pay the youth minimum wage of \$4.25?
 - A. 30 days
 - B. 60 days
 - C. 90 days**

2. In the Oklahoma Statutes, where can you find the Oklahoma Wage Laws?
 - A. Title 25
 - B. Title 40**
 - C. Title 85

3. How many federal posters is the employer legally required to post?
 - A. 3
 - B. 4
 - C. 5**

Discuss

- EEO is the law - U.S. Equal Employment Opportunity Commission
- Polygraph Protection - U.S. Department of Labor
- Federal Minimum Wage - U.S. Department of Labor
- Family Medical Leave Act - U.S. Department of Labor
- Occupational Safety & Health Act (OSHA) - U.S. Department of Labor - OSHA

4. How many state posters is the employer legally required to post?
 - A. 3
 - B. 4**
 - C. 5

Discuss

- Oklahoma Minimum Wage - Oklahoma Department of Labor
- Oklahoma Workers' Compensation - Oklahoma Workers' Compensation Court
- Oklahoma Discrimination Law - Oklahoma Human Rights Commission
- Notice of Registration to Workers - Oklahoma Employment Security Commission
- PEOSH (Public Employees Only) - Oklahoma Department of Labor

Dollar Distribution - 20 Questions

Question 1	\$1
Question 2	\$1
Question 3	\$1
Question 4	\$1
Question 5	\$1

Check Point - Encourage competitive spirit, determine the team to beat

Question 6	\$5
Question 7	\$1
Question 8	\$5
Question 9	\$1
Question 10	\$5

Check Point - Let teams know that plenty of time, questions at the end worth the most, determine the team to beat

Question 11	\$1
Question 12	\$5
Question 13	\$1
Question 14	\$5

Recap Wage & Hour

Question 15	\$1
Question 16	\$1

Explain to teams that the next two questions are five dollar questions and the last two questions will be worth the most

Question 17	\$5
Question 18	\$5

Recap Child Labor

Check Point - Determine leading team

Explain that it is still anyone's game to win because if leading team misses the next two, any other team can move ahead if they answer the next two questions correctly

Last two questions are \$10 dollar questions

Question 19 \$10
Question 20 \$10

Recap Teen Worker Safety

Check Point - Determine the winners and reward winning team or proceed into tie breaker

Pass out the summary sheets and do a question/answer session

Pass out evaluation sheet

Dollar Distribution - 4 Tie Breaker Questions

Tie Breaker 1	\$100
Tie Breaker 2	\$100
Tie Breaker 3	\$100
Tie Breaker 4	\$100

TEACHER EVALUATION

Please complete and mail this form to the address below

Presenter: Lester Claravall _____ Date of Presentation: _____
Your Name: _____ Title: _____
Phone: _____ School/Organization _____

Please share your reaction to today's program

Content:

Speaker:

Relevance for students:

Area of improvement:

Signature			Date
Address	City	State	Zip

Oklahoma Department of Labor
Employment Standards Division - Child Labor Unit
3017 North Stiles, Suite 100
Oklahoma City, OK 73105
(405) 521-6017

STUDENT EVALUATION

School Name: _____

Today's Date: _____

Please share your reaction to today's program:

What did you like about the presentation

List something new that you learned today

List areas that needed improvement

Other Comments

Thank You!

Quotations from Teacher/Student Evaluations

Teacher at Owasso High School wrote:

'Great information for my beginning work students! Outstanding! The game and payday idea is perfect for my students. They loved it!'

Teacher at Noble High School wrote:

'Employment laws, wage & hour information was very important for my students and new to them. This presentation helped to inform my high school students (that work) of laws that protect them. I spoke with several employed students who said they were not aware of any of the information they had just learned from Mr. Claravall's presentation.'

Teacher at Belle Isle Enterprise Middle School wrote:

'The content was interesting and beneficial for the 8th graders. This is a timely program for 8th graders because they are preparing to enter the workplace.'

Teacher at Emerson High School wrote:

'Many of our students are employed. The discussion were relevant and lively because students had experiences of their own to share. I enjoyed the presentation as given and our students did as well.'

Teacher from Star Spencer High School wrote:

'The total area of information was very beneficial to myself and my students. We totally enjoyed the program. Using the different groups and having the students to get involved by playing the game was a lot of fun and good information. The information presented was new knowledge for the students. What the students didn't know they learned about child labor rights and laws that were interesting to them.'

Student at Monroneys Junior High School wrote:

'The information you gave us was real good and I took all of it in. Some of the stuff you told us my mother didn't even know. So thank you for sharing the labor laws with us.'

Student at Capitol Hill High School wrote:

'I really enjoyed your speech because I learned about stuff you need to know about when you get a job.'

Paying Attention Pays

Youth Employment Educational Outreach Information

Did You Know?

1. Approximately **200,000** minors under 18 are injured on the job each year.
2. Approximately **77,000** of these cases required treatment in the hospital emergency room.
3. On average, **70** of these cases were fatal.

SAFETY IS KEY!

By law, teen workers have the following **basic rights**. These include:

- A. The **right** to a safe and healthful workplace.
 1. The **right** to know about hazards in the workplace and what to do to prevent injuries from those hazards.
- The **right** to report a hazard to their supervisor. If the employer refuses to address the hazard, the employee has a right to file a complaint with OSHA.
- The **right** to refuse work that they believe, in good faith, can be dangerous to themselves or others.

**14 is the legal age to be employed
For Minors Under 16**

Oklahoma Child Labor Law	<u>School In Session</u> Tuesday after Labor Day to May 31	<u>School Not In Session</u> June 1 to Labor Day
Work Permit Issued by school	Required when school is in session	Required when school is not in session
Hours Standard	3 hours on a school day 8 hours on a non-school day 18 hours in a school week	8 hours on a non-school day 40 hours in a non-school week
Times Standard	Between 7 a.m. and 7 p.m.	Between 7 a.m. and 9 p.m.
Breaks	30 minutes for every 5 hours worked 1 hour for every 8 hours worked	30 minutes for every 5 hours worked 1 hour for every 8 hours worked

Minors under 16 can not be employed in work related to

construction
 cooking or baking
 fryers or grills
 hoisting devices
 ladders or scaffolds
 lawn mower & weed eater
 loading / unloading
 manufacturing, mining or processing
 motor vehicles or service as helpers
 power driven machines or equipment
 power-driven slicers or knives
 public messenger service
 public utilities and communications
 transportation
 warehousing or storage

17 Hazardous Occupations Orders

These Orders are published in Subpart E of Part 570 of Title 29 of the Code of Federal Regulations (United States Department of Labor at www.youthrules.dol.gov or 1-866-487-9243)

Fair Labor Standards Act (FLSA) Work Restrictions

Minors under 18 years are prohibited from working the following occupations:

1. Manufacturing and storing explosives
2. Motor vehicle driving and outside helper
3. Coal mining
4. Logging and sawmilling
5. Power-driven woodworking machines
6. Exposure to radioactive substances
7. Power-driven hoisting apparatus
8. Power-driven metal-forming, punching, and shearing machines
9. Mining, other than coal mining
10. Slaughtering or meat-packing, processing, or rendering
11. Power-driven baking machines
12. Power-driven paper-products machines
13. Manufacturing brick, tile, and kindred products
14. Power-driven circular saws, band saws, and guillotine
15. Wrecking, demolition, and shipbreaking operations
16. Roofing operations
17. Excavation operations

Wage & Hour



\$

MINIMUM WAGE: The Oklahoma minimum wage is equal to the federal minimum wage of \$7.25 per hour.

OVERTIME: Oklahoma has no state overtime laws. If a company is required to comply with federal wage and hour laws, time and one-half should be paid to covered employees for all hours worked over 40 hours in a seven-day work week. Contact the United States Department of Labor for more info.

BREAKS: Mandatory break laws apply only to children under the age of 16 years. Company policy dictates break and lunch periods for everyone age 16 years and older.

WAGE PAYMENT: The employer may wait until the next regular payday designated for the pay period regardless of whether an employee quit or was fired.

NOTICE: If a two week notice is given and the employer opts to refuse the notice, discharging the employee immediately, no payment is required by law (except for time already worked). Giving or accepting notice is strictly a courtesy, unless otherwise covered by company policy.

BENEFITS: There are no laws mandating benefits in Oklahoma. However, if the employer has an established policy providing for benefits such as vacation pay, sick leave, holiday pay and severance pay, the employee may be eligible for benefits depending upon the employer's eligibility criteria.

DEDUCTIONS: Deductions can be legal, depending upon the circumstances. An employee must provide written consent before an employer may deduct wages from a paycheck, except for mandatory deductions including tax withholdings, etc.

TIPS: To compute the minimum wage of any employee falling under the jurisdiction of Oklahoma wage laws, credit toward the minimum wage must be given for any tips or gratuities, meals or lodging received by the employee up to but not exceeding 50 percent of the employee's wage.

OWED WAGES: Any person owed wages should contact the Oklahoma Department of Labor Wage & Hour Unit at 1-888-269-5353.

LIQUIDATED DAMAGES: An employer can be assessed a penalty of two percent liquidated damages for each day the final paycheck is overdue.



OKLAHOMA DEPARTMENT OF LABOR
405-521-6591
www.labor.ok.gov

Oklahoma Child Labor Law Review

by: Lester Claravall

The United States of America is a nation where teenagers under the age of 18 years have the opportunity to work. These working minors are employed in part-time jobs, school-to-work programs, internships, and apprenticeships. Parents, who recall working their own first jobs, see benefits in teenagers working. The conventional wisdom is that after-school jobs teach working teenagers responsibility, provide pocket money, and keep the teenagers out of trouble.

Many employers also see benefits to employing youths because it contributes to the economy. Teenagers are more likely to work at part-time, temporary, or minimum wage entry-level jobs. Working teenagers are predominantly employed in offices, grocery stores, restaurants, movie theaters, and amusement parks.

From a legal perspective, child labor can be defined as the paid employment of minors under the age of 18 years. Problems occur when minors under the age 18 years are employed illegally. First of all, there is a risk of injury, illness, and toxic exposure to minors working in hazardous or prohibited occupations. Secondly, there is a threat to the education and development of minors who are employed instead of attending school.

Child labor allows working minors the opportunity to gain valuable work experience. Teens who are employed are able to not only earn financial benefits, but are also able to learn important job skills, explore future careers, network, and enhance their education.

On the other hand, child labor can lead to negative consequences. Teens are at risk of suffering injuries that can have long-term effects on their physical well-being. In addition, teenagers who work too many hours are at risk for poor academic performance and social problems.

5 DANGEROUS TEEN JOBS

1. **Traveling Youth Sales Crews**
2. Construction and Height Work
3. Outside Helper: Landscaping, Groundskeeping and Lawn Service
4. Agriculture: Harvesting Crops
5. Driver/Operator: Forlifts, Tractors, and ATV's

according to federal statistics, a young worker is killed on the job every five days

Work Permit Process

Principal will print Form 600 from www.sde.state.ok.us "School District Reporting Site" and give to the student.

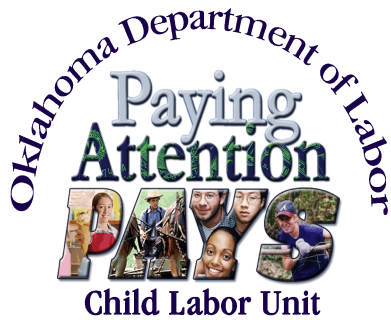
The student section, employer section, and parental or guardian section will need to be completed on Form 600.

The student then returns the completed Form 600 to the Principal.

The Principal will complete Form 601; then print, sign and give one copy of the form to the student to take to the employer.

The Principal will mail one copy of the Form 601 to the Oklahoma Department of Labor and retain one copy with Form 600 in the school district's records for five years.

Lester Claravall
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Oklahoma Department of Labor
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www.labor.ok.gov



The goals of the *Paying Attention Pays* outreach program are to highlight the child labor laws in an easy-to-understand and fun format, as well as provide insight to employment-related standards.

Paying Attention Pays is designed as a game to encourage group discussion and friendly competition. While participants play the game, they learn and have fun at the same time—participants' attention span improves, and information is retained. A summary sheet and book mark is handed out at the end of the program so that participants will have handy resources they can take with them for future reference.

If participants pay attention, it pays. Participants learn about work-related issues that most people don't become aware of until they enter the workforce. Having knowledge about the labor laws is important whether an employee is 14 years of age or close to retirement.

Paying Attention Pays teaches students about the labor laws that will affect them when they enter the workforce. The program is designed to enhance knowledge and give participants substantive information when it comes to their rights in the workplace.

For more information, contact **Lester Claravall** at the Oklahoma Department of Labor at 405-521-6591 or visit our website at www.labor.ok.gov

TIPS FOR TEEN WORKERS

What are the physical demands of my job?

What are my hours?

Will I be working alone or with others?

What safety gear will I need to wear?

What workplace hazards should I be aware of (e.g., noise, chemicals)?

What safety training will I receive and when will I receive it?

Where are the first-aid supplies and fire extinguishers located?

Does my employer have a worker safety policy and an emergency action plan?

Is there an occupational safety and health professional on staff?

TEEN WORKER RESPONSIBILITIES

Trust your instincts about dangerous situations.

Follow all safety rules.

Wear proper safety equipment.

Ask questions about potentially dangerous situations or equipment.

Tell your supervisor or parent if you suspect unsafe conditions.

Be aware of your work environment.

Work safely.

Stay sober and drug-free.

Know your workplace rights.



Oklahoma Department of Labor



Youth
Employment
Bucks



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Child Labor Unit
3017 N Stiles, Suite 100
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Mark Costello
Commissioner of Labor

Paying Attention Pays



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Mark Costello
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