

CFM CAREER MANAGEMENT: WORKPLACE READINESS

Teen Employment: Working Papers, Hours, Wages, and Safe Job Duties

Detailed practice, calculation, decision-making, and assessment

GRADES 9-12	TIME 2 x 42 min	GROUPING I / pairs / whole	PRODUCT Decision
YOUR CHALLENGE Use a fictional job offer to identify questions about employment certificates, scheduling, pay, prohibited work, and reliable verification.			

New York CFM Connections: Workplace Regulations, Safety, and Transferable Skills

Teen workers should understand the conditions of a job before accepting it. Age, school schedule, industry, duties, and current law can affect required employment certificates, permitted hours, and allowed tasks. Students should verify current rules with official sources instead of relying on a manager or social-media post.

Term	Student-friendly meaning
Employment certificate	A document commonly called working papers that may be required for a minor to work.
Work schedule	The days and hours an employee is expected to work.
Prohibited occupation	Work that minors may not perform because of safety rules.
Minimum wage	The lowest hourly wage allowed by applicable law.
Overtime	Extra pay required in covered situations after a stated number of hours.
Documentation	A reliable record such as a schedule, pay statement, email, or official form.
CLASSROOM USE All people, employers, figures, brackets, and documents in this packet are fictional. Never place a real Social Security number, employer ID, bank number, or tax document in classroom work.	

Part 1 - Read the Fictional Job Offer

Maya is 16 and attends school. A restaurant offers weekday shifts from 4:00–10:30 p.m. and a Saturday shift. The manager says she may occasionally use a meat slicer.

Offer detail	What is stated?	Question or concern	Official source to check
Age and school status			
Employment certificate			
Weekday schedule			
Saturday schedule			
Hourly wage			
Meat slicer duty			

Identify facts and questions. Do not decide legality from this packet alone.

Part 2 - Choose Reliable Verification Sources

Match each question with the best starting source.

Question	Best source	Why reliable?	Information to record
Working papers			
Allowed hours			
Allowed job duties			
Minimum wage			
Pay problem			

Prioritize NYSED, the New York State Department of Labor, and an appropriate school official.

Part 3 - Audit the Proposed Schedule

Maya is offered Monday, Wednesday, and Friday 4:00–10:30 p.m. plus Saturday 10:00 a.m.–6:00 p.m.

Shift	Start	End	Hours before breaks	School-night concern/question
Monday				
Wednesday				
Friday				
Saturday				
Weekly total				

Calculate elapsed hours, then list the facts still needed: breaks, school calendar, industry rule, and current age-based limits.

Part 4 - Respond Professionally

Write a respectful message asking the manager to clarify the schedule, duties, pay rate, breaks, supervision, and required paperwork.

Message element	My wording
Positive opening	
Working-papers question	
Schedule question	
Duty/safety question	
Pay and break question	
Request for written confirmation	

Do not accuse the employer. Ask specific questions and request written details.

Part 5 - Create a Teen Job-Offer Safety Checklist

Recommend accept, decline, or wait for verification.

Decision check	Evidence or next step
Working papers	
Legal schedule	
Allowed duties	
Wage and pay frequency	
Breaks	
Training and supervision	
Emergency contact	
Final recommendation	

Write 150–200 words. A strong answer may choose “wait for verification.”
