



KENTUCKY CHILD LABOR LAWS



HOURLS OF WORK PERMITTED FOR MINORS 14 TO 18 YEARS OF AGE

AGE	MAY NOT WORK BEFORE	MAY NOT WORK AFTER	MAXIMUM HOURS WHEN SCHOOL IS IN SESSION	MAXIMUM HOURS WHEN SCHOOL IS NOT IN SESSION
14 & 15 years	7:00 A.M.	7:00 P.M. (8:00 P.M. June 1 through Labor Day)	Three (3) hours per day on school day Eight (8) hours per day on non-school day Eighteen (18) hours per week	Eight (8) hours per day forty (40) hours per week
16 & 17 years	6:00 A.M.	10:30 P.M. preceding school day 1:00 A.M. preceding non-school day	Six (6) hours per day on school day Eight (8) hours per day on non-school day Twenty (20) hours per week	NO RESTRICTIONS
16 & 17 years with Parental Permission	6:00 A.M.	11:00 P.M. preceding school day 1:00 A.M. preceding non-school day	Six and one-half (6.5) hours per day on school day Eight (8) hours per day on non-school day Twenty-two and one-half (22.5) or thirty (30) hours per week	NO RESTRICTIONS

*School in session means the time established by local school district authorities, pursuant to KRS 160.260.
 Parental or guardian permission must be written and shall remain at the employer's place of business.
 A minor may work up to thirty-two and one-half (32.5) hours in any one (1) workweek if a parent or legal guardian gives permission in writing. A minor may work up to forty (40) hours in any one (1) week if a parent or legal guardian gives permission in writing and the principal or head of the school the minor attends certifies in writing that the minor has maintained at least a 2.0 grade point average in the most recent grading period. Certification that is valid for one (1) year unless otherwise certified by the school authority. The parental permission and school certification still remain at the employer's place of business.
Lunch Break: Minors under 18 years of age shall not be permitted to work more than two (2) hours continuously without an interval of at least thirty (30) minutes for a lunch period. The beginning and ending of the lunch period shall be determined by the employer.

OCCUPATIONS PROHIBITED FOR MINORS UNDER 18 YEARS OF AGE

- Occupations in or about Plants or Establishments Manufacturing or Storing Explosives or Articles Containing Explosive Compounds
- Motor-vehicle Driver and outside laborer on a motor vehicle
- Cooking in Mine Occupations
- Logging or Sawmill Operations
- Operation of Power-driven Woodworking machines
- Operation of Band-Saws, Saws, lathes
- Power-driven rolling equipment, including rollers
- Operation of Power-driven Metal Forming, punching, and shearing machines
- Mining, other than coal mining
- Operating power-driven meat processing equipment, including meat slicers and other food slicers, in retail establishments such as grocery stores, restaurants, delicatessens, or stores of wholesale establishments, and most occupations in meat slaughtering, packing, processing, or rendering
- Operation of Power-driven bakery machines including vertical dough or batter mixers
- Power-driven paper products machinery including sculp paper baler and cardboard box compactors
- Manufacturing bricks, tile, and kindred products
- Foot or nail salons
- Power-driven circular saws, band saws, and Guillotine shears
- Wrecking, demolition, and slagging operations
- Boating operations and all work on or about a boat
- Excavating (operating)
- In, about or in connection with any establishment where alcoholic liquors are distilled, rectified, compounded, brewed, manufactured, bottled, and for consumption or dispensing unless permitted by the rules and regulations of the Alcoholic Beverage Control Board (except they may be employed in places where the sale of alcoholic beverages by the package is merely incidental to the main business actually conducted).
- Foot or nail salons

Limited exemptions for 16 and 17 year old apprentices and student-learners may apply. For questions, please call (502) 564-3534.

Minors fourteen (14) but not yet sixteen (16) years of age may NOT be employed in manufacturing, mining, or processing occupations, including occupations requiring the performance of any labor in warehouses or establishments which are manufacturing, mining, or otherwise processing goods or services, including occupations involving the performance of any power-driven machinery other than those machines, operation of motor vehicles or services as helpers or subordinates, public manager service, occupations in connection with: (1) transportation of persons or property by rail, highway, air, water, pipeline, or other means; (2) warehousing and storage; (3) communications and public utilities; or (4) construction including demolition and repair.

PROOF OF AGE REQUIRED FOR MINORS 14 BUT NOT YET 18 YEARS OF AGE
Driver's License, Birth Certificate, Government Document with Date of Birth

POST THIS ORDER WHERE ALL EMPLOYEES MAY READ

REVISED September 2022

Kentucky Labor Cabinet
 Division of Wage and Hours
 500 Main Street, 3rd Floor
 Frankfort, Kentucky 40601
 Phone: (502) 564-3534
 www.labor.ky.gov

INFORMATION ABOUT UNEMPLOYMENT INSURANCE BENEFITS

EMPLOYERS ARE SUBJECT TO KENTUCKY UNEMPLOYMENT INSURANCE LAW. YOU ARE ELIGIBLE FOR UNEMPLOYMENT BENEFITS IF YOU LOSE YOUR JOB, ARE LAID OFF OR YOUR HOURS ARE REDUCED. TO QUALIFY FOR BENEFITS, YOU MUST

- be unemployed through no fault of your own.
 - be able and available to work and making a reasonable effort to obtain new work;
 - Register for work when you get your claim.
- Your claim number and monetary eligibility requirements based on your earnings in the "base period," the first four of the most consecutive quarters preceding your claim. These earnings also determine the amount of benefits you may be entitled to receive. Generally, you have worked for more than a year and earned at least \$100 during your base period. You must meet the monetary requirements for a claim.
- IF YOU LOSE YOUR JOB OR ARE LAID OFF:
- File your claim within the first week after you become unemployed at <https://kvaemployment.labor.ky.gov> or by telephone at 1-877-268-5042 Monday through Friday, 7:30am-5:30pm ET (This is not a toll-free number).
 - After filing your claim, the continuing claims bi-weekly while you are unemployed, through the web site or by toll-free telephone at 1-877-268-5044 or 1-877-268-6103.
- IF YOUR HOURS ARE REDUCED
- You may be eligible for partial benefits if you still are employed but are working less than your normal full-time hours due to lack of available work. Benefits are not paid in the case of reductions in hours due to total disability, vacation or personal reasons.
- WORKERS' COMPENSATION REQUIREMENTS
- If you missed at least seven weeks of earnings due to injury in any quarter during your base period, and were eligible for Workers' Compensation (whether or not you were able to use wages earned before your injury) to qualify for unemployment benefits, you must file your claim within the first four weeks that you are unemployed following the period covered by Workers' Compensation. Contact your nearest Unemployment Insurance office for more information.
- CONTRIBUTORS TO THE UNEMPLOYMENT BENEFIT FUND ARE PAID BY EMPLOYERS. NO REDUCTIONS ARE MADE FROM EMPLOYEES' WAGES FOR THIS PURPOSE.
- DO NOT COMMIT TRADE—
- If you make a false statement in claiming benefits, you can be disqualified for up to 52 weeks. You could face other penalties as well including felony charges, fines and possible imprisonment. All benefits transactions received must be noted to the Division of Unemployment Insurance. Interest and accrued charges may be a lien for five (5) years as well as a lien release.



Kentucky Education and Labor Cabinet
 Division of Unemployment Insurance
 500 Main St.
 Frankfort, KY 40621 (901.711.2)

EQUAL EMPLOYMENT OPPORTUNITY

THE KENTUCKY CIVIL RIGHTS ACT PROHIBITS EMPLOYMENT DISCRIMINATION REGARDING:

- ADVERTISING
- TERMINATION OR HIRING
- PLACE
- PROMOTION
- TRANSFER
- TRAINING AND APPRENTICESHIP

THE KENTUCKY CIVIL RIGHTS ACT PROHIBITS EMPLOYMENT DISCRIMINATION BASED ON:

- RACE
- SEX
- COLOR
- RELIGION
- NATIONAL ORIGIN
- AGE
- AGE (45 YEARS OLD AND OVER)
- TOTAL SMOKING STATUS
- PREGNANCY

FOR HELP WITH DISCRIMINATION CONTACT THE KENTUCKY COMMISSION ON HUMAN RIGHTS

312 W. BROADWAY, SUITE 1400
 LOUISVILLE, KENTUCKY 40202
 PHONE: 502.586.4024
 TOLL-FREE: 1-800-477-2687
 E-MAIL: KCHRM.MAIL@KY.GOV / WEBSITE: KCHRM.KY.GOV

WAGE DISCRIMINATION BECAUSE OF SEX

Any individual employed by an employer, including but not limited to individuals employed by the State or any of its political subdivisions, instrumentalities, or instrumentalities of political subdivisions.

A person who has two or more employees within the State in one of twenty or more calendar weeks in the current or preceding calendar year and an agent of such person.

All compensation or employment, including payment in lieu of and amounts paid to employees for employee benefits, as defined by KRS 327.020 to 327.029 shall be comparable work.

PROHIBITION OF THE PAYMENT OF WAGES BASED ON SEX:

The employer is prohibited from discriminating between employees of opposite sexes in the same establishment by paying different wage rates for comparable work on jobs which have comparable requirements. This prohibition covers any employees in any occupation in Kentucky. Any employer in violation shall not reduce the wages of any employee (male or female) who complies with KRS 327.020 - 327.025.

No employee can discharge or discriminate against any employee for the reason that the employee sought to invoke or assist in the enforcement of KRS 327.020 - 327.025.

EXEMPTIONS FROM COVERAGE:

A differential paid through an established seniority system or merit increase system is permitted by KRS 327.022 (1) but not discriminatory on the basis of sex.

Employees subject to the Fair Labor Standards Act of 1938, as amended, are excluded when that act imposes comparable or greater requirements than contained in KRS 327.020 - 327.025. However, it does not exclude: The prohibition may file with the Commissioner of the Kentucky Office of Workforce Standards a statement that it is covered by the Fair Labor Standards Act of 1938, as amended.

ENFORCEMENT OF LAW AND POWER TO INSPECT:

The Commissioner or his authorized agent has the power to enter the employer's premises to inspect records, compare character of work and operations of employees, question employees, and to obtain any information necessary to administer and enforce KRS 327.020 - 327.025. The Commissioner or his authorized representative may examine witnesses under oath, and may require by subpoena the attendance and testimony of witnesses and the production of any documents or records relating to the subject matter of any investigation undertaken pursuant to KRS 327.020 - 327.025. It is powerfully held by a subpoena. The Civil Court of the Judicial District wherein the hearing is being held may in order requiring the subpoena to be obeyed. Failure to obey the court order may be punished as contempt of court.

COLLECTION OF UNPAID WAGES:

An employer who discriminates based on sex in the payment or employment of an employee is liable for the amount of the unpaid wages. If the employer is an individual, he is liable for an additional equal amount as liquidated damages. The court may order other equitable relief. In addition to the above remedies, the Commissioner may require the employer to post bond to ensure compliance with the law.

The employer or employee affected may initiate an action to collect the amount due. After the return of any employee, the Commissioner may bring any legal action necessary to collect the claim for unpaid wages in behalf of employees. An agreement between an employer and employee to waive the wage to be paid to the employee is entitled to null and void any equal and voluntary wage reduction.

STATUTE OF LIMITATIONS:

Court action may be commenced no later than six months after the cause of action occurs.

POSTING OF LAW:

All employers shall post this order in a conspicuous place in or about the premises wherein any employees are employed.

PENALTIES:

Any person who discharges or in any other manner discriminates against an employee because such employee has:

- made any complaint to his employer, the Commissioner or any other person, or
- been asked to cause the institution of any proceedings under this act or
- been refused or was about to be refused in any such proceedings, shall be assessed a civil penalty of not less than \$100 nor more than \$1,000.

FOR FURTHER INFORMATION CONTACT:

Division of Wage and Hours
 500 Main Street, 3rd Floor
 Frankfort, Kentucky 40601
 Phone: (502) 564-3534
 www.labor.ky.gov

POST THIS ORDER WHERE ALL EMPLOYEES MAY READ

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KENTUCKY WAGE AND HOUR LAWS

MINIMUM WAGE = \$7.25 per hour (Effective July 1, 2009)

WAGES

PAYMENT OF WAGES:

Any employee who leaves or is discharged from employment shall be paid in full all wages or salary earned but not last on normal pay period following the date of dismissal or voluntary leaving or forfeiture of his or her last hour.

UNLAWFUL FOR EMPLOYER TO WITHHOLD WAGES

No employer shall withhold from any employee's wages any part of the agreed wage rate, unless:

- the employee is required to do so by local, state, or federal law;
- when a deduction is expressly authorized in writing by the employee to cover insurance premiums, hospital, or medical dues;
- when a deduction is expressly authorized in writing by the employee for other deductions not amounting to a rebate or deduction from the standard wage arrived at by the employee by agreement or payment to wage agreement or statute; or
- Deductions for claim dues where such deductions are authorized by joint wage agreements or collective bargaining contracts negotiated between employers and employees or their representatives.

- No employer shall deduct the following from the wages of employees:
- Fines
 - Cash shortages in a common money box, cash box or register used by two (2) or more persons;
 - Breakage;
 - Losses due to disappearance of an employee of a check which an employee did not cashify if such employee is given direction to accept or reject any check;
 - Losses due to defective or faulty workmanship, but not stolen property, damage to property, default of customer credit or nonpayment for goods or services received by the customer if such losses are not attributable to employee's willful or intentional disregard of employer's interest.

OVERTIME

No employer shall employ any employee for a workweek longer than forty hours unless such employee receives compensation for employment in excess of forty hours in a workweek. The rate of pay for time in excess of forty hours shall be not less than one and one-half the hourly rate employed.

TIME AND ONE HALF FOR WORK DONE ON SEVENTH DAY OF WORK WEEK

Any employer who permits any employee to work seven days in any one workweek shall pay the employee at least one and one-half the hourly rate for the seventh day. This shall not apply when an employee is not permitted to work more than forty (40) hours per week.

TIPPED EMPLOYEES

Any employee engaged in an occupation in which more than \$30.00 per month is customarily and regularly received in tips, the employer may pay a minimum of \$2.12 per hour if the employee's receipts on each workweek exceed the minimum wage. In no case shall an employer be required to take a lunch period longer than three (3) hours after the work shift commences, nor more than one (1) hour from the time the work shift commences. This action shall not be construed to require any provision of a collective bargaining agreement or mutual agreement between the employer and employee.

- Use of all or part of any tips or gratuities received by employees toward the payment of the minimum wage.
- Require an employee to return to the employer any gratuity, or any portion thereof, except for the purpose of withholding amounts required by federal or state law.
- Employees may enter into an agreement to divide tips among themselves.
- Employees enter into the type of agreement, the amounts retained by the employees shall be considered a voluntary tip. If the agreement requires the use of a tip pool, that the amount used to top up the tip pool shall be designated from the employer's other business records and the employer shall make the amount open to the pool's participants.

PERFORMANCE BONDS: Performance Bonds must be kept on file by employers in the construction and mining industries (including the transportation of minerals) who have conducted business with the Commonwealth for less than five (5) consecutive years. For more information, contact KRS 262.001.

Certain exemptions from minimum wage and overtime apply. For questions, please call (502)564-3534.

BREAKS

REST PERIODS: No employer shall require any employee to work without a rest period of at least ten (10) minutes during each four (4) hour work week. This shall be in addition to the regularly scheduled lunch period. No reduction in compensation shall be made for any hour or related periods.

LUNCH PERIODS: Employees shall grant their employees a reasonable period for lunch, and such time shall be close to the middle of the employee's scheduled work shift. In no case shall an employee be required to take a lunch period longer than three (3) hours after the work shift commences, nor more than one (1) hour from the time the work shift commences. This action shall not be construed to require any provision of a collective bargaining agreement or mutual agreement between the employer and employee.

RECORDS

RECORD RETENTION: ONE (1) YEAR AFTER ENTRY

Every employer shall be responsible for the retention of the Kentucky Minimum Wage Law shall make and preserve records containing the following information:

- Name, address, and Social Security Number of each employee;
- Hours worked each day and each week by each employee;
- Regular hourly rate of pay;
- Overtime hourly rate of pay for hours in excess of forty hours in a workweek;
- Additions to cash wages at rest, or deductions (meal, lodging, etc.) from stipulated wages in the amount deducted, or a cost of the item for which deductions are made;
- Total wages paid for each workweek and date of payment.

UPDATED September 2022

POST THIS ORDER WHERE ALL EMPLOYEES MAY READ

Notice to Employers / Employees

Your state has the low minimum wage law which requires posting a notice regarding the aspects of that law. Employees are also required to post the Federal Minimum Wage Notice from the U.S. Dept. of Labor. Where Federal and state law have different minimum wage rates, the higher standard applies.

This Posting is for Informational Purposes Only

REVISED September 2022

WORKERS' COMPENSATION

Notice to Employers/Employees

This is not intended to replace any law nor does it replace any Workers' Compensation regulations or requirements with the law. All workers are encouraged to contact their insurance carrier for more information. Please contact your personal office.

This Posting is for Informational Purposes Only

REVISED September 2022

ADP

Employees:
 For additional information on our services, contact your account manager or visit us online at www.adp.com

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