

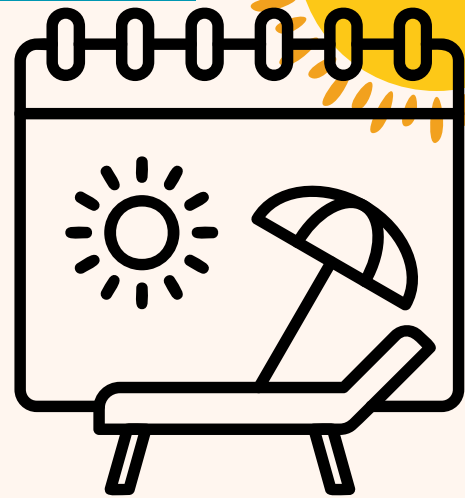
# WELCOME TO THE WORKFORCE

## A Colorado Guide for Minors

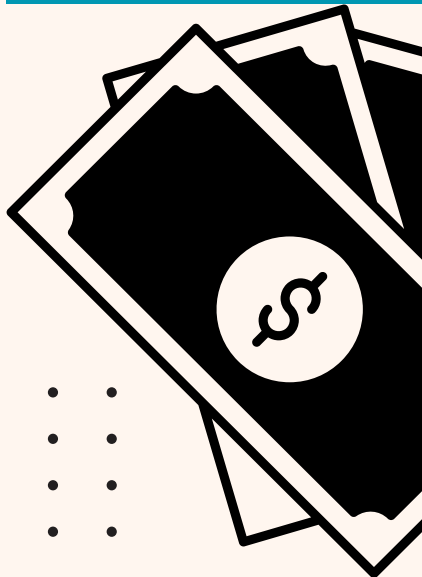
Congratulations on joining the workforce! It is a good idea for you to educate yourself about your legally protected rights as an employee. While your employer is supposed to know and abide by the law, knowledge is power.

### DEFINITIONS

- o A minor is any person under age 18 who doesn't have a high school diploma or GED.
- o At-will employment means that an employer can make decisions based on any reason or no reason, as long as that reason is not illegal.



## WAGES



In 2023, the minimum wage in Colorado is \$13.65 per hour. Minimum wage may be higher in your city. For example, in 2023 the minimum wage in Denver is \$17.29 per hour. Note: The minimum wage rate usually changes each year.

If you are a minor, an employer can pay 15% less than the set minimum wage.

For tipped employees, your employer may pay you \$3.02 less per hour to offset your tips. Your employer cannot take any tips that the customer intended to give to you.

You are allowed to talk about what you're getting paid. Your employer cannot prevent you from discussing your wages nor retaliate against you for doing so.

A potential employer cannot use your past wage rates to determine how much they will pay you. They can't retaliate against you for refusing to disclose your past wage rates or for asking about the potential employer's wage rates.

**New!** Colorado employers must identify the wage range for the job in all job postings.

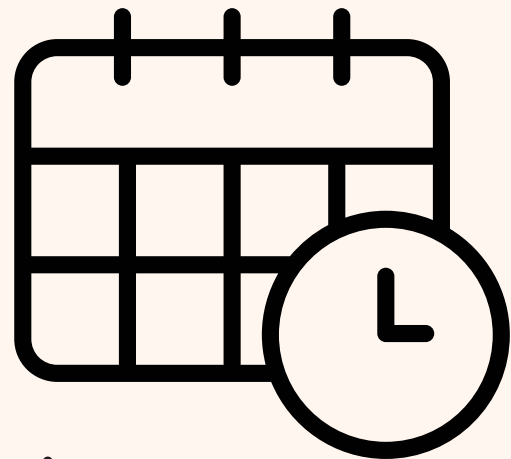
# HOURS

## Tracking Your Time

There must be a way for you to track your time to ensure you get the breaks you deserve and are paid appropriately. You should review your paystubs to ensure they are accurate and discuss any questions with your employer.

### Limit on Hours

There are limits on how many hours you can work each day. You can never work more than 8 hours in a 24-hour period or more than 40 hours in a week. You can't work more than 6 hours if the next day is a school day. And if you're under 16, you can't work between 9:30 pm and 5:30 am before school days, unless you are babysitting.



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## Breaks and Meals

If you work 5 or more hours in a shift, you must be given an uninterrupted and duty-free 30-minute meal break. But your employer does not have to pay you for this time. You are entitled to a paid 10-minute break if you work more than 2 hours, and you get two 10-minute breaks if you work more than 6 hours. Again, these break requirements do not apply to babysitting.

### Paid Time Off (PTO) : •

Generally, employers do not have to provide paid time off (PTO), but if they do, they must pay you for any accrued unused PTO when you stop working there. • •

## TYPES OF JOBS AVAILABLE TO YOU

- 9 years old: put up fliers, some lawn care, shovel sidewalks, help around the house, and golf course caddy.
- 12 years old: sell or deliver magazines, door-to-door sales, babysit.
- 14 years old: office, clerical, or janitorial work in retail, food service, hotels, or warehouses.
- 15 years old: lifeguard with proper certification.
- 16 years old: perform almost any job that isn't hazardous (i.e., there is no dangerous machinery, exposure to radioactive materials, or risk of falling).

# DISCRIMINATION & ACCOMMODATIONS

An employer cannot take a negative employment action against you based on your [LLC1] sex, gender identity, sexual orientation, race, national origin, skin color, or religion. They also can't retaliate against you for complaining about discrimination. And if you alert management to any harassment you experience related to these protected categories, your employer must take action to stop the harassment.

If you request a reasonable accommodation for a disability or for your religion, your employer must provide it. If they can't provide the requested accommodation, your employer must engage in an "interactive process" with you to find a suitable accommodation.

## IF YOUR RIGHTS HAVE BEEN VIOLATED, CONTACT:

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[www.LivelihoodLaw.com](http://www.LivelihoodLaw.com)

### Equal Employment Opportunity Commision

950 17th Street, Suite 110  
Denver, CO 80202  
(800) 669-4000  
[www.eeoc.gov](http://www.eeoc.gov)

### Colorado Department of Labor and Employment

633 17th Street, Suite 201  
Denver, CO 80202  
(303) 318-8000  
[www.cdle.colorado.gov](http://www.cdle.colorado.gov)

### Colorado Civil Rights Division

1560 Broadway, Suite 110  
Denver, CO 80202  
(303) 894-2997  
[www.ccrd.colorado.gov](http://www.ccrd.colorado.gov)

### CU Employment Law Clinic

2450 Kittredge Loop Road, 401 UCB,  
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