
 <b>GUAM WATERWORKS AUTHORITY</b>	<b>STANDARD OPERATING PROCEDURE</b>	No.	SOP-1200-HR-005
	<b>Youth Employment Workplace Policy</b>	Effective Date	5/30/2025
		Final Approver	 Miguel C. Bordallo, P.E. General Manager
		Revision Letter	A

## 1.0 Purpose

This Standard Operating Procedure (SOP) establishes Guam Waterworks Authority's (GWA) Youth Employment Workplace Policy and guidelines for temporary employment or placement of minors in a GWA workplace, in accordance with applicable federal and local child labor laws, rules, and regulations.

## 2.0 Scope

This SOP applies to all GWA employees (including the minors who are temporarily employed and placed in a GWA workplace), supervisors, managers, contractors, and suppliers.

## 3.0 Policy

All GWA employees, supervisors, managers, contractors, and suppliers must comply with the applicable federal and local child labor laws, rules, and regulations. Due to the nature of its business enterprise, GWA will specifically adhere to child labor laws governing non-agricultural occupations<sup>1</sup>.

## 4.0 Definitions

- 4.1. **Employees:** For the purpose of this policy, all full-time and part-time, permanent, temporary, and limited-term employees; volunteers; interns; and individuals under contract whether paid or unpaid.
- 4.2. **GWA Vehicles:** All vehicles whether owned, leased, or rented by GWA.
- 4.3. **Minimum Age Standards for Temporary Employment or Placement:** For the purpose of this policy, minimum age standard for temporary employment or placement of a minor shall be fourteen (14) years.
- 4.4. **Minor:** For the purpose of this policy, a minor is defined as anyone who is under the age of eighteen (18) and over the age of thirteen (13) who is temporarily placed at or employed by GWA.
- 4.5. **Outside Helper:** Any individual, other than a driver, whose work includes riding on a motor vehicle outside the cab for the purpose of assisting in transporting or delivering goods.<sup>2</sup> The law prohibits minors from being an outside helper.

## 5.0 Roles and Responsibilities

5.1.	General Manager (GM)	Approves this SOP and all its subsequent changes.
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<sup>1</sup> [Fact Sheet #12: Agricultural Employment under the FLSA](#). Employment that is not within the scope of either primary or secondary agriculture is not employment in agriculture under the FLSA.

<sup>2</sup> [Child Labor Provisions for Nonagricultural Occupations under the FLSA](#) p. 12

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		Has final approving authority for requests for temporary employment and placement of minors.
5.2.	Assistant General Manager for Administration and Support (AGM-AS)	Oversees the development, revision, and implementation of this SOP as the Policy Owner.
5.3.	Personnel Services Administrator (PSA)	<p>Reviews this SOP annually and makes necessary changes to be presented to the AGM-AS for consideration.</p> <p>Ensures that proper training and/or training guidelines are provided to the affected employees to ensure proper compliance with this SOP.</p>
5.4.	Human Resources (HR)	<p>Reviews all requests for GWA temporary employment, participation, and placement of minors to ensure compliance with this SOP and transmits the requests to the GM for final approval.</p> <p>Coordinates assessments of proposed access to and use of facilities, supplies, and office equipment, and supervision with the minor's respective supervisor and the Safety Inspector Supervisor.</p> <p>Provides guidance to requesting officers with information on laws and regulations regarding the employment of minors, as well as any limitations on terms of employment in all pertinent GWA facilities settings.</p> <p>Serves as the official repository of all internal and external documents relative to the minor's term(s) of temporary employment or placement at GWA, including <i>the Employer Self-Assessment Guide (Attachment 7.a-7.e)</i>.</p> <p>Develops training materials and conduct training sessions on child labor laws and this SOP for all employees.</p> <p>Promotes child labor laws awareness by posting informational posters in common areas.</p>
5.5.	Safety Inspector Supervisor	Assists HR in conducting the above assessments for the temporary employment of minors.
5.6.	Internal Auditor	Manages GWA's Fraud, Waste, Abuse, and Anonymous Reporting Hotline.
5.7.	Communications Outreach Program Director	Promotes child labor laws awareness through managing the internal and external communication modalities outlined on Sections 6.12.4 and 6.12.5.

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5.8.	Supply Management Administrator (SMA)	Ensures suppliers and contractors are fully aware of the child labor regulations they must adhere to by including a provision referencing Department of Labor (DOL) resource materials in all solicitations.
5.9.	Supervisors, Managers or Administrators	<p>Monitor personnel to ensure compliance with this SOP and provide guidance if needed.</p> <p>Promote the understanding of this policy and take appropriate steps to ensure employees are informed of the guidelines and procedures stated in this SOP.</p> <p>Submit a <i>Memorandum of Request for Temporary Employment</i> to HR for compliance review prior to the placement of the minor.</p> <p>Comply with restrictions on the minor's working hours and duties, as well as any limitations on the terms of employment, work assignments, use of equipment, and locations of worksites.</p> <p>Strictly abide by the contents of this SOP and conduct activities accordingly. When confronted by a situation not covered by this SOP or requiring clarification, seek the HR's assistance.</p> <p>Respective supervisors and managers engaged in employment-related contracts must adhere to the compliance requirements outlined in this SOP.</p>
5.10.	Employees, Contractors, and Suppliers	Strictly abide by the contents of this SOP and conduct activities accordingly. When confronted by a situation not covered by this SOP or requiring clarification, seek the manager's, administrator's, or supervisor's assistance.

## 6.0 Procedure Description

**6.1. Limitations on Temporary Employment or Placement of Minors:** All temporary employment or placement of minors in a GWA workplace is limited to established apprenticeships, internships, or work-experience programs in coordination with their schools or government agencies. All terms of these programs for minors, such as number of working hours, working conditions, and types of work to be performed, must comply with the applicable federal and local child labor laws. In addition, minors must be closely supervised to ensure that their morals, safety, health, and compulsory education are not compromised in any way.

**6.1.1. Age limit:** No child under the age of fourteen (14) may be temporarily employed or placed for educational or experience training in a GWA workplace.

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6.1.1.1. For occupations in connection with utilities, 14- and 15-year-olds may only be employed for office/administrative work that is not performed on a GWA vehicle, or at an actual construction site.<sup>3</sup>

### 6.1.2. Permissible working hours<sup>4</sup>:

14- and 15-year-olds	16- and 17-year-olds
May not work during the time the minor is legally required to attend school, <b>EXCEPT</b> as provided in school work experience or career exploration programs.	May not work during the time the minor is legally required to attend school.
May not work more than three (3) hours a day on school days; Nor more than eight (8) hours a day on non-school days *Combined work and school hours shall not exceed nine (9) hours in a day.	May not work more than eight (8) hours a day
May not work more than eighteen (18) hours a week in school weeks; Nor more than forty (40) hours a week in non-school weeks.	May not work more than forty (40) hours a week
May not work after 7:00 PM; From June 1 through Labor Day, may work until 9:00 PM	May not work after 10:00 PM on a school night <sup>5</sup> ; On non-school nights (Friday-Saturday, Holidays), may work until 12 midnight;
May not start work before 7:00 AM	May not start work before 6:00 AM
May not work for more than four (4) hours continuously without an interval of at least thirty (30) minutes for lunch or a rest period	

6.1.2.1. **Exception for 14- and 15-year-olds<sup>6</sup>:** School is not considered to be in session, and exceptions from the hours limitations standards related to school days are provided, for any 14- or 15-year-old who:

- Has graduated from high school;
- Has been excused from compulsory school attendance by the state or other jurisdiction once he or she has completed the eighth grade and his or her employment complies with all the requirements of the state school attendance law;
- Has a child to support and appropriate state officers, pursuant to state law, have waived school attendance requirements for this minor;
- Is subject to an order of a state or federal court prohibiting him or her from attending school; or

<sup>3</sup> [Child Labor Provisions for Nonagricultural Occupations under the FLSA](#) p. 7

<sup>4</sup> [19 GCA Chapter 11 Child Labor Law §11106 Hours of Work](#)

<sup>5</sup> School night shall mean Sunday through Thursday nights, and shall also exclude nights preceding a holiday during a school week ([19 GCA Chapter 11 Child Labor Law §11106 \(f\)](#)).

<sup>6</sup> [Child Labor Provisions for Nonagricultural Occupations under the FLSA](#) p.6

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- e) Has been permanently expelled from the local public school he or she would normally attend, unless the youth is required, by state or local law or ordinance, or by court order, to attend another school.

6.1.2.2. **Exception for 16- and 17-year-olds<sup>7</sup>:** A minor aged sixteen (16) or seventeen (17) may be employed for the same hours as an adult, but may not be employed past 12 midnight or not before 6:00 AM on any given day of the week, provided that they:

- a) Have graduated from high school;
- b) Have been awarded a certificate of proficiency;
- c) Are married or supporting dependents; or
- d) Have been declared an adult by a court.

6.1.3. **Prohibited conditions and types of work to be performed<sup>8,9</sup>:** No minors under the age of 18 years may be employed in occupations declared hazardous or detrimental to life, health, morals, safety, or well-being of minors by regulation, federal law or by the Commissioner of Wages and Hours, or by the Administrator of Wages and Hours. Examples of prohibited tasks include but are not limited to:

- a) Working on scaffolding or ladders;
- b) Driving an official vehicle and/or being an outside helper;
- c) Operating (or assisting in operating) any powered machinery, such as drills, circular saws, etc., other than office equipment; and
- d) Trenching or excavation more than four (4) feet or performing any tasks in an active GWA work zone where maintenance, repair, or construction work is currently being performed, making it a potentially hazardous area.

Refer to **Attachment 1** for the complete list of prohibited tasks for minors.

6.1.3.1. **Exception<sup>10,11</sup>:** Limited exemptions from some of the hazardous occupation rules allow apprentices, trainees, and student-learners or enrollees to perform otherwise prohibited work under certain conditions approved and conducted by or under the auspices of a governmental agency. See **Attachment 2** and referenced documents for full details of the exception.

**6.2. Requests for Temporary Employment or Placement of Minors:** Supervisors, Managers, or Administrators seeking to temporarily employ or place a minor in a GWA workplace must submit

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<sup>7</sup> [19 GCA Chapter 11 Child Labor Law §11106 \(c\)](#)

<sup>8</sup> [19 GCA Chapter 11 Child Labor Law §11105 Hazardous Conditions](#)

<sup>9</sup> [Child Labor Provisions for Nonagricultural Occupations under the FLSA](#) p.10

<sup>10</sup> [Guam Child Labor Law Handbook](#) p.9

<sup>11</sup> [Child Labor Provisions for Nonagricultural Occupations under the FLSA](#) p.26-27

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a *Memorandum of Request for Temporary Employment (Attachment 3)* to Human Resources (HR) for compliance review and submission for the General Manager's (GM) approval prior to placement. HR must work with the requesting supervisor, manager or administrator to ensure that the request includes all applicable forms, approvals, certifications, and any internal and external GWA documentation required as a Host Employer to include but not limited to:

- 6.2.1. A copy of the *Certificate to Employ a Minor (Attachment 4)* from the Guam Department of Labor's (GDOL) Wage and Hour Division. This is only applicable to 14- and 15-year-olds;
- 6.2.2. Proof of age documentation<sup>12</sup>, such as a birth or baptismal certificate, passport or visa, Guam ID or driver's license, or any bona fide documentation indicating age and date of birth;
- 6.2.3. Work schedule of permissible hours of work; and
- 6.2.4. Description/List of tasks or types of work and office equipment<sup>13</sup> to be used.

Supervisors, Managers, and Administrators may seek guidance from HR about information on laws and regulations regarding the employment of minors, as well as any limitations on terms of employment in all pertinent GWA facilities settings.

- 6.3. **Human Resources Compliance Review:** HR shall review all requests for underage temporary employment, *Employer Self-Assessment* forms, and any other pertinent forms to ensure compliance with U.S. Department of Labor (USDOL) Wage and Hour Child Labor laws, regulations, and guidance. Assessments of proposed access to and use of facility location(s), work sites/work zones, supplies, office equipment, and adequacy of proposed supervision will be coordinated by HR with the respective supervisor of the temporary employee with the support of the Safety Inspector Supervisor.
- 6.4. **General Manager Review and Final Approval:** All documents relative to this SOP will be transmitted by HR via DocuSign to obtain the GM's approval.
- 6.5. **Supervision:** Once the GM approves the request and the minor is employed, the Supervisor, Manager, and/or the Administrator will be held responsible for ensuring that the minors under their supervision are in compliance with the applicable restrictions on the minor's working hours and duties, as stated in the federal and local child labor laws, and other policies and procedures required by GWA.
- 6.6. **Permission to leave GWA Worksite:** Minors must inform their immediate Supervisor, Manager, and/or Administrator:
  - 6.6.1. The location and duration of any time they are away from the worksite;
  - 6.6.2. If they are unable to report to work, including cases of tardiness; and
  - 6.6.3. If they will be returning late from lunch, as they are allowed a maximum of 1 hour for lunch break. Minors who repeatedly return late more than twice a week will be counseled.

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<sup>12</sup> [The Fair Labor Standards Act \(FLSA\) of 1938, As Amended, §212. Child Labor Provisions \(d\) Proof of Age](#) p.30

<sup>13</sup> The use of any powered machinery, other than office equipment, by minors is prohibited for the purpose of this SOP.

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In addition, parents or guardians of the minors must complete the *Permission to Leave GWA Worksite Slip (Attachment 5)* and submit to the minor's direct Supervisor, Manager, and/or Administrator if their child is to leave their assigned work area during the work day.

- 6.7. Use of Personal Mobile Devices:** To maintain a professional work environment and protect confidentiality standards, minors shall not use their personal mobile phones during work hours, except during scheduled breaks, in case of emergencies, or when contacting their ride at the end of a shift.

In addition, recording or posting photos or videos taken in the workplace to social media is strictly prohibited unless when required for purposes such as internship documentation (for school assignments or reporting) and only with prior consent from a direct Supervisor, Manager, or Administrator. This helps avoid violation of privacy, confidentiality, or organizational policies.

Supervisors, Managers, and/or Administrators are encouraged to address violations of such policy immediately, and preferably in private, unless it is necessary to address the group. In addition, the following actions will be taken:

- 6.7.1. First infraction: Written counseling
- 6.7.2. Second infraction: Written reprimand
- 6.7.3. Third infraction: Termination

This policy is also included in Section 6.10, Attachments 7.c and 7.d.

- 6.8. Confidentiality:** Sharing or disclosing any confidential information, including but not limited to client information and internal strategies and processes, outside the workplace without authorization is strictly prohibited. Minors temporarily employed by GWA must agree to maintain the confidentiality of all sensitive information and comply with all related policies by signing the required *Confidentiality Agreement (Attachment 6)* to acknowledge understanding and compliance with these expectations prior to starting work.

- 6.9. Americans with Disabilities Act (ADA) Compliance:** GWA will provide reasonable accommodations to minors with disabilities to ensure they can fully participate in the youth employment program. Minors and/or their parents or guardians should inform GWA of any disability-related needs so that appropriate accommodations can be arranged.

- 6.10. Internal Controls:** HR shall develop and maintain an *Employer Self-Assessment Guide*<sup>14</sup> with internal forms to regularly manage and monitor GWA compliance to include but not limited to the following:

- a) *Employment/Placement Assessment (Attachment 7.a);*
- b) *Employment/Placement Checklist (Attachment 7.b);*
- c) *Manager, Supervisor, and/or Administrator Policy (Attachment 7.c);*

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<sup>14</sup> As part of GWA's Comprehensive Child Labor Law Compliance Action Plan.



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d) *Record of Infraction (Attachment 7.d)*; and

e) *Sample Letter to Parents or Guardian (Attachment 7.e)*.

Form a) must be completed by HR either quarterly or when there is an active youth program in which GWA is approved to participate. Forms b) through e) must be completed and submitted to HR by the appropriate signatories stated on the forms each time a minor is employed.

6.11. **Record Keeping:** HR is the official repository of all internal and external documents relative to the minor's term(s) of temporary employment or placement at GWA.

6.11.1. Documents authorizing employment of minors or students must be retained for three (3) years after the last effective date<sup>15</sup>.

6.12. **Establishing and Promoting Awareness:** GWA shall promote child labor awareness through the following modalities:

6.12.1. **Employee Training<sup>14</sup>:** HR shall develop training materials and conduct training sessions on child labor laws and this SOP for all employees. Supervisory personnel are required to complete this training every five (5) years. In addition, any supervisor assigned to oversee a minor during an active youth employment program must complete refresher training prior to the program's commencement. New employees who are hired or promoted into a supervisory position must receive training within sixty (60) days of hire or promotion. Training for new non-supervisory employees shall be included as part of their orientation and on-boarding.

Additional training session may be provided to participating Supervisory personnel as needed, such as when GWA is involved in the Summer Youth Employment Program (SYEP) administered by the Department of Youth Affairs.

6.12.2. **Employee Orientation for Minors:** HR shall provide a modified New Hire orientation specifically tailored to the minors temporarily employed by GWA, with a focus on Child Labor laws, HR Information, Utility 101, and the facility tour. As directed by the GM, the minors participating in the facility tour are prohibited from bringing their personal mobile devices.

In addition, minors must acknowledge their understanding and compliance with all federal and local child labor laws as well as GWA's Youth Employment Workplace Policy through the *Acknowledgment Receipt (Attachment 8)*.

6.12.3. **Supplier and Contractor Awareness<sup>14</sup>:** The Supply Management Administrator (SMA) shall include a provision referencing Department of Labor (DOL) citations to resource materials in all solicitations to ensure suppliers and contractors are fully aware of the regulations they must adhere to. Suppliers and contractors must acknowledge their understanding and compliance with all federal and local child labor laws through the same *Acknowledgment Receipt (Attachment 8)*.

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<sup>15</sup> [29 CFR §516.5](#)



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### 6.12.4. Internal Communication<sup>14</sup>:

6.12.4.1. Informational posters in common areas by HR;

6.12.4.2. Articles in Weekly Employee Update; and

6.12.4.3. Intranet page dedicated to DOL information, including but not limited to Child Labor Laws, Fair Labor Standard Act (FLSA), Equal Employment Opportunity, Family Medical Leave Act (FMLA), and links to official DOL topics, documents, and updates.

### 6.12.5. External Communication<sup>14</sup>:

6.12.5.1. External page on GWA website dedicated to affirming GWA's awareness and activity to ensure compliance with Child Labor Laws, FLSA, Equal Employment Opportunity, FMLA, and newly adopted DOL regulations;

6.12.5.2. Social media posts on Facebook and Instagram; and

6.12.5.3. Partner with GDOL to:

6.12.5.3.1. Conduct training/orientation presentation for the Summer Youth Employment Program (SYEP) using established GDOL materials. These materials will be made available by GDOL to all Government of Guam agencies free of charge for their use.

6.12.5.3.2. Public outreach messaging on SYEP safety: These materials will be made available to all Government of Guam SYEP host agencies.

### 6.13. Compliance Monitoring and Reporting<sup>14</sup>:

6.13.1. GWA is a community where employees are encouraged to share workplace concerns, with confidentiality and whistleblower protections for monitoring and reporting such issues. Additionally, GWA's Anonymous Reporting Hotline, managed by the Internal Auditor, allows anonymous and confidential reporting of concerns online via email to [hotline@guamwaterworks.org](mailto:hotline@guamwaterworks.org), through filling out the *Fraud, Waste & Abuse Reporting Form (Attachment 9)* and submitting in the drop box, or by phone at (671) 300-6855.

6.13.2. Complaints or suspected violations may also be reported through contacting GDOL Wage and Hour Division at (671) 300-4602 or 475-7024, or via email to [wage.questions@dol.guam.gov](mailto:wage.questions@dol.guam.gov). Refer to **Attachment 10** for full details.

### 6.14. Non-Compliance with this SOP:

6.14.1. **Employees:** Failure of the employee to adhere to and comply with any of the guidelines, policies, and procedures stated herein may result in progressive or adverse disciplinary action, including but not limited to suspension, demotion, or termination of employment as provided by GWA Personnel Rules and Regulations (PR&R).

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6.14.2. **Supervisors and Managers:** Failure of the Manager or Supervisor to report and enforce all the guidelines, policies, and procedures stated herein may result in progressive or adverse disciplinary action, including but not limited to suspension, demotion, or termination of employment as provided by GWA PR&R.

### 7.0 Document Approvals

Role	Position	Name of Approver	Approval Signature	Date Approved
Author	Personnel Services Administrator	Zina Pangelinan-Charfauros	Approval on File	On File
Policy Owner	Assistant General Manager for Administration & Support (AGM-AS)	Christopher M. Budasi	Approval on File	On File
Final Approver	General Manager	Miguel C. Bordallo, P.E.	Page 1	Page 1

In accordance with existing Guam and federal laws, the contents of this SOP were reviewed thoroughly by its policy owner and were found to be:

☒ appropriate for publication on the GWA website without compromising the security of GWA's system or of the public's health and safety.

☐ not appropriate for publication in GWA website because it might jeopardize the security of GWA's system or of the public's health and safety.

### 8.0 Records of Revisions

All suggestions for improvement shall be directed to the policy owner indicated below. The policy owner will consider the input received, develop recommendations on how to address the suggestions and obtain authorization to make the recommended changes. Updates, revisions, corrections, and waivers to this SOP shall be made in writing and be approved by the GM.

8.1. Policy Owner: Assistant General Manager – Administration & Support (AGM-AS)

8.2. Authorization: General Manager

Effective Date	Revision Letter	Document Author	Description of Change
Page 1	A	Zina Pangelinan-Charfauros	Initial Release of Policy/Procedure

### 9.0 References

- 9.1. [Title 29 USC Ch 8 Fair Labor Standards Act](#)
- 9.2. [29 CFR Part 570 Child Labor Regulations, Orders & Statements of Interpretation](#)
- 9.3. [Guam Child Labor Law Handbook](#)
- 9.4. [17 GAR Labor Relations Ch 5 Child Labor Regulations](#)
- 9.5. [19 GCA Personal Relations Ch 11 Child Labor Law](#)
- 9.6. [U.S. Department of Labor Wage and Hour Division Fact Sheet #43](#)

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- 9.7. [Society for Human Resource Management \(SHRM\) Guam Chapter's Record Keeping Requirements & Destruction Presentation](#)
- 9.8. Guam Waterworks Authority (GWA) Comprehensive Child Labor Compliance Action Plan
- 9.9. Florida Child Labor Law Employer Self-Assessment Guide
- 9.10. US DOL's Field Operations Handbook [Chapter 33 Child Labor: FLSA](#)
- 9.11. 2021 Guam Department of Education 2021 Youth Employment Internship Program PowerPoint Presentation
- 9.12. [Fact Sheet #12: Agricultural Employment under the FLSA](#)

**Attachment 1: The Hazardous Occupations Orders (HOs) for Nonagricultural Employment** <sup>16,17</sup>

# HAZARDOUS OCCUPATIONS PROHIBITED FOR ALL MINORS




1. Manufacturing and storing of explosives.
2. Driving a motor vehicle and being an outside helper on a motor vehicle.
3. Coal mining.
4. Forest fire fighting and fire prevention, timber tract management, forestry services, logging, and saw mill occupations.
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. Meat and poultry packing or processing (including the use of power-driven meat slicing machines).
11. Power-driven bakery machines.
12. Balers, compactors, and paper-products machines.
13. Manufacturing brick, tile, and related products.
14. Power-driven circular saws, band saws, guillotine shears, chain saws, reciprocating saws, wood chippers, and abrasive cutting discs.
15. Wrecking, demolition, and shipbreaking operations.
16. Roofing operations and all work on or about a roof.
17. Excavation operations.

<sup>16</sup> [Guam Child Labor Law Handbook](#) p.8

<sup>17</sup> [Child Labor Provisions for Nonagricultural Occupations under the FLSA](#) p.10

**Attachment 2: Hazardous Occupations—Student-Learner Exceptions<sup>10,11</sup>**



# HAZARDOUS OCCUPATIONS

## STUDENT-LEARNER EXCEPTIONS

Limited exemptions from some of the hazardous occupations rules allow apprentices, trainees and student-learners or enrollee, to perform otherwise prohibited work (hazardous jobs) under certain conditions approved and conducted by or under the auspices of a governmental agency.

- (1) The apprentice or trainee is a party to an apprenticeship or trainee agreement registered with the Department of Labor within thirty (30) days after execution of the agreement and the work of the apprentice or trainee in the occupation declared hazardous is incidental to his training.
- (2) The student-learner is enrolled in a course of study and training in a cooperative vocational training program under a bona fide vocational training program, authorized and approved by the Department of Education; provided that:
  - (A) The employment is intermittent and for short periods of time, and under the direct and close supervision of a qualified and experienced person; and
  - (B) Safety instructions are given by the school and correlated by the employer with on-the-job training.
- (3) The enrollee is enrolled in a work training program conducted under the Comprehensive Employment and Training Act of 1974 and similar training programs approved and conducted by or under the auspices of a governmental agency.
- (4) The apprentice, trainee, student- learner or enrollee is fourteen (14) or older.

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### **Attachment 3: Memorandum of Request for Temporary Employment**



#### **MEMORANDUM**

**TO:** Miguel C. Bordallo, P.E., General Manager

**FROM:** *(Program Manager)*

**CC:** *(Name of respective AGM)*  
Theresa R. Rojas, Staff Attorney  
Christopher M. Budasi, Assistant General Manager – Administration & Support  
Zina Pangelinan-Charfauros, Personnel Services Administrator

**SUBJECT:** Request for Temporary Employment  
Re: *(name of program)*

**DATE:**

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This is to request for your approval to participate in *(name program seeking temporary employment)*, *seeking temporary employment*. The work experience gained by the participants will be valuable and skills learned will be beneficial in choosing their career paths.

I understand the importance of adhering to GWA's SOP-1200-HR-005 relative to the Child Labor Provisions governed by the Fair Labor Standards Act (FLSA) and confident that the experiences gained will enhance the contributions to our team.

The details of the temporary employment are as follows:

- Functions: (List functions of incumbent in the temporary program in line with the program above)
- Duration of employment: (start date) to (end date)
- Hours: (number of hours per week)

I will work with the Human Resources team to ensure compliance with federal and local guidelines to ensure successful results of the *(name division/section)*.

Approved ☐ Disapproved ☐

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MIGUEL C. BORDALLO, P.E.  
General Manager

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Date



Youth Employment Workplace Policy

**Attachment 4: Certificate to Employ a Minor from GDOL**

CERTIFICATE NO. WHD-CLC - 001 - 23	
 <h1 style="margin: 0;">Certificate</h1> <h2 style="margin: 0;">TO EMPLOY A MINOR</h2>	
<b>JOE CRUZ</b> Name of Minor	
Date of Issuance: <b>10 JANUARY 2023</b>	Date of Expiration: <b>09 JANUARY 2024</b>
Address: <b>P.O. BOX 1234 BARRIGADA, GU 96921</b>	
Gender: <b>MALE</b>	Date of Birth: <b>15 FEBRUARY 2004</b>
Place of Birth: <b>TAMUNING, GU</b>	
Document(s) submitted for proof of age: <input checked="" type="checkbox"/> Guam ID <input checked="" type="checkbox"/> U.S. Passport <input checked="" type="checkbox"/> Birth Certificate <input type="checkbox"/> Other: _____	
Occupation: <b>BAGGER</b>	Hourly Rate: <b>9.25</b>
Name of Employer: <b>SUPERMARKET</b>	
Address of Employer: <b>1234 ST. HAGATNA, GU 96910</b>	
Industry: <b>RETAIL</b>	Employer's Contact Number: <b>(671) 472-1234</b>
_____ MINOR'S SIGNATURE	
_____ SIGNATURE OF ISSUING OFFICER	_____ DIRECTOR OF LABOR
ISSUED PURSUANT TO CHILD LABOR LAW, 19GCA 01104. TO VERIFY AUTHENTICITY OF THIS CERTIFICATE, CONTACT THE WAGE AND HOUR DIVISION AT: TEL: (671) 300-4801 / EMAIL: WAGE.QUESTIONS@DOL.GUAM.GOV	
ORIGINAL - Employer    GREEN - Office Copy    PINK/ORANGE - Employee's Copy	



# Youth Employment Workplace Policy

## **Attachment 5: Permission to Leave GWA Worksite Slip**



Gloria B. Nelson Public Service Building  
688 Route 15  
Mangilao, Guam 96913

### **YOUTH EMPLOYMENT WORKPLACE POLICY PERMISSION TO LEAVE GWA WORKSITE SLIP**

Minors temporarily employed in GWA must adhere to the following rules:

- Minors must communicate with their immediate supervisor, manager, and/or administrator the location and duration they will be gone from the work site.
- Minors must inform their immediate supervisor, manager, and/or administrator if they cannot report to work, including tardiness.
- Minors are given a maximum of 1 hour for lunch and are required to inform their immediate supervisor, manager, and/or administrator if they will return late from lunch.
- If the minor returns late from lunch more than 2 times a week, the minor will be counseled.

Parents of minors temporarily employed in GWA must complete and submit this form if their child is to leave their assigned work area each time:

Parent/Guardian's Name (First and Last): \_\_\_\_\_

Parent/Guardian's Email Address: \_\_\_\_\_

Parent/Guardian's Telephone Contact Number (Primary): \_\_\_\_\_

Parent/Guardian's Telephone Contact Number (Secondary): \_\_\_\_\_

First and Last Name of Minor to whom you have given permission: \_\_\_\_\_

Minor's Mobile Number: \_\_\_\_\_

Please detail under what circumstances your child is permitted to leave the office during the workday:

Date(s): \_\_\_\_\_

- Sickness
- Going to a doctor/dental/ortho appt
- Going home or to a restaurant during lunch hour
- Going home to retrieve items necessary for the workday-clothes, projects, etc
- Leaving the office for a program approved event

My child has permission to:

- Drive themselves
- Drive themselves and other participants (indicate the name of the other participants)
  - Name: \_\_\_\_\_
  - Name: \_\_\_\_\_
- Ride with another participant (indicate the name of the participant)
  - Name: \_\_\_\_\_
- Ride with Office Personnel and another person in the car

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

Received by:

\_\_\_\_\_  
Manager/Supervisor/Administrator's Name and Signature

\_\_\_\_\_  
Date

## Youth Employment Workplace Policy

### **Attachment 6: Confidentiality Agreement**



Gloria B. Nelson Public Service Building  
688 Route 15  
Mangilao, Guam 96913

#### **YOUTH EMPLOYMENT WORKPLACE POLICY CONFIDENTIALITY AGREEMENT**

This is to certify that I, \_\_\_\_\_, understand that any information (written, verbal, or other forms) obtained during the performance of my duties must remain confidential. This includes all information and data of any kind about employees, customers, contractors, and vendors, as well as any matters affecting or relating to GWA, the business or operations of GWA, and/or the products, drawings, plans, processes, or other data of GWA not generally known or available outside of the company.

In addition, to protect the confidential information that will be disclosed during my temporary employment, I agree as follows:

- A. I will hold the confidential information received from GWA in strict confidence and will exercise a reasonable degree of care to prevent disclosure to others.
- B. I will not disclose or divulge either directly or indirectly the confidential information to others unless first authorized to do so in writing by GWA Management.
- C. I will not reproduce the confidential information nor use this information commercially or for any purpose other than the performance of my duties for GWA.
- D. I will, upon request or upon termination of my temporary employment with GWA, deliver to GWA any schedules, reports, notes, documents, equipment, and materials received from GWA or originating from employment with GWA.
- E. GWA reserves the right to terminate its youth employment program, for violations of this agreement in addition to pursuing civil or criminal penalties.
- F. This agreement will be interpreted under and governed by the laws of the state of Guam.
- G. All provisions of this agreement will be applicable only to the extent that they do not violate any applicable law and are intended to be limited to the extent necessary so that they will not render this agreement invalid, illegal or unenforceable. If any provision of this agreement or any application thereof will be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of other provisions of this agreement or of any other application of such provision will in no way be affected thereby.

I further understand that any unauthorized release or carelessness in the handling of this confidential information is considered a breach of the duty to maintain confidentiality and that any breach of the duty to maintain confidentiality could be grounds for immediate dismissal as a participant with the Guam Waterworks Authority.

\_\_\_\_\_  
Minor's Name and Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Name and Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor/Administrator's Name and Signature

\_\_\_\_\_  
Date

# Youth Employment Workplace Policy

## Attachment 7.a: Employer Self-Assessment Guide—Employment/Placement Assessment



Gloria B. Nelson Public Service Building  
888 Route 15  
Mangilao, Guam 96913

### YOUTH EMPLOYMENT WORKPLACE POLICY EMPLOYER SELF-ASSESSMENT GUIDE

#### EMPLOYMENT/PLACEMENT ASSESSMENT

Circle the appropriate answers for each question

*GWA must follow whichever law is stricter – Guam Child Labor Law or the Federal Fair Labor Standards Act (FLSA).*

- |    |   |     |    |
|----|---|-----|----|
| 1. | Is a Guam Child Labor Law Poster on display at the place of business?   | Yes | No |
| 2. | Copy of acceptable proof of age is on file (Federal law states that this documentation must be kept for three years):<br><ul style="list-style-type: none"> <li>• Birth or Baptismal Certificate;</li> <li>• Passport or Visa;</li> <li>• Guam ID or Driver's License; or</li> <li>• Other: _____</li> </ul> (Any bona fide documentation indicating age and date of birth)   | Yes | No |
| 3. | Are minors under the age of 14 employed?  | Yes | No |
| 4. | Copy of the Application for a Minor's Employment Certificate is on file<br><i>Applicable to 14- and 15-year-olds only.</i>  | Yes | No |
| 5. | Are minors working during the time they are legally required to attend school?<br><i>Per federal law, exceptions apply for 14- and 15-year-olds in Work Experience and Career Exploration Programs (WECEP) or Work-Study Programs (WSP).</i>  | Yes | No |
| 6. | Are minors working more than four hours without a 30-minute uninterrupted break?  | Yes | No |
| 7. | Are minors performing hazardous work?   | Yes | No |
| 8. | Copy of acceptable proof of exemption from the Child Labor Law is on file<br><i>(Refer to the SOP for the full list of exceptions based on the minor's age):</i><br><ul style="list-style-type: none"> <li>• High School Diploma or GED;</li> <li>• Marriage Certificate or documentation of supporting dependents;</li> <li>• Court Order declaring the minor as an adult; or</li> <li>• Other pertinent supporting documents</li> </ul> | Yes | No |

#### Laws for 14- and 15-Year Olds when School is in Session\*

Exceptions may apply if minor is enrolled in a school sponsored work program.

- |     |   |     |    |
|-----|---|-----|----|
| 9.  | Are the 14- or 15-year-olds working before 7:00 AM?   | Yes | No |
| 10. | Are the 14- or 15-year-olds working after 7:00 PM?<br><i>Exception is from June 1 through Labor Day when minors may work until 9:00 PM.</i>   | Yes | No |
| 11. | Are the 14- or 15-year-olds working more than 3 hours on a school day and/or more than 8 hours on non-school days?<br><i>School days include Mon-Fri.</i>   | Yes | No |
| 12. | Are the 14- and 15-year-olds working more than 18 hours a week?<br><i>Per federal law, exceptions apply for Work Experience and Career Exploration Programs (WECEP) where minors can work for as many as 23 hours in a school week.</i> | Yes | No |

\*School is not considered to be in session, and exceptions from the hours limitations standards for #5, #11-12 are provided, for 14- and 15-year-olds in certain situations. Please refer to page 6 of the [Child Labor Provisions for Nonagricultural Occupations under the FLSA](#).

# Youth Employment Workplace Policy

## **Attachment 7.a: Employer Self-Assessment Guide—Employment/Placement Assessment (Cont.)**



Gloria B. Nelson Public Service Building  
688 Route 15  
Mangilao, Guam 98913

### **YOUTH EMPLOYMENT WORKPLACE POLICY EMPLOYER SELF-ASSESSMENT GUIDE**

- |     |   |     |    |
|-----|---|-----|----|
| 13. | Are the 14- and 15-year olds' combined work and school hours more than 9 hours a day? | Yes | No |
|-----|---|-----|----|

**Laws for 14- and 15-Year-Olds when School is not in Session**  
Exceptions may apply if minor is enrolled in a school sponsored work program.

- |     |  |     |    |
|-----|--|-----|----|
| 14. | Are the 14- or 15-year-olds working before 7:00 AM?                        | Yes | No |
| 15. | Are the 14- or 15-year-olds working past 9:00 PM from June 1 to Labor Day? | Yes | No |
| 16. | Are the 14- or 15-year-olds working more than 8 hours a day?               | Yes | No |
| 17. | Are the 14- or 15-year-olds working more than 40 hours a week?             | Yes | No |

#### **Laws for 16- and 17-Year Olds when School is in Session**

- |     |   |     |    |
|-----|---|-----|----|
| 18. | Are the 16- or 17-year-olds working before 6:00 AM on any weekday?  | Yes | No |
| 19. | Are the 16- or 17-year-olds working after 10:00 PM on a school night?<br><i>School night shall mean Sun-Thu nights, excluding preceding a holiday during a school week.</i> |     |    |
| 20. | Are the 16- or 17-year-olds working after 12 midnight on non-school nights?<br><i>Non-school nights are Fri-Sat and holidays</i>  | Yes | No |
| 21. | Are the 16- or 17-year-olds working more than 8 hours a day?  | Yes | No |
| 22. | Are the 16- or 17-year-olds working more than 40 hours a week?  | Yes | No |

#### **Laws for 16- and 17-year-olds when School is not in Session (Spring Break, Summer Time, and Christmas Break)**

- |     |   |     |    |
|-----|---|-----|----|
| 23. | Are the 16- or 17-year-olds working before 6:00 AM on any weekday?          | Yes | No |
| 24. | Are the 16- or 17-year-olds working after 12 midnight on non-school nights? | Yes | No |
| 25. | Are the 16- or 17-year-olds working more than 8 hours a day?                | Yes | No |
| 26. | Are the 16- or 17-year-olds working more than 40 hours a week?              | Yes | No |

#### **Laws for 16- and 17-year-olds if Exempted from the Child Labor Law**

- |     |  |     |    |
|-----|--|-----|----|
| 27. | If the minor is exempted, are they working after 12 midnight on any given day of the week? | Yes | No |
| 28. | If the minor is exempted, are they working before 6:00 a.m. on any given day of the week?  | Yes | No |



## Youth Employment Workplace Policy

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### **Attachment 7.b: Employer Self-Assessment Guide—Employment/Placement Checklist**



Gloria B. Nelson Public Service Building  
688 Route 15  
Mangilao, Guam 96913

#### **YOUTH EMPLOYMENT WORKPLACE POLICY EMPLOYER SELF-ASSESSMENT GUIDE**

#### **EMPLOYMENT/PLACEMENT CHECKLIST**

- \_\_\_\_ Minor hired is at least 14 years of age.
- \_\_\_\_ GWA has a copy of the minor's acceptable proof of age:
- Birth or Baptismal Certificate;
  - Passport or Visa;
  - Guam ID or driver's license; or
  - Any bona fide documentation indicating age and date of birth.
- \_\_\_\_ If minor is exempt from the law, GWA has acceptable proof of exemption, including but not limited to:
- High School Diploma or GED
  - Marriage Certificate or documentation of supporting dependents
  - Court Order declaring the minor as an adult
  - Other supporting documentation for exemption
- \_\_\_\_ Minor and Manager/Supervisor/Administrator have been trained on the Child Labor Law and have signed a copy of the policy.

\_\_\_\_\_  
Hiring Authority's Name and Signature

\_\_\_\_\_  
Date

## Youth Employment Workplace Policy

### **Attachment 7.c: Employer Self-Assessment Guide—Manager and/or Supervisor Policy**



Gloria B. Nelson Public Service Building  
888 Route 15  
Mangilao, Guam 96913

#### **YOUTH EMPLOYMENT WORKPLACE POLICY EMPLOYER SELF-ASSESSMENT GUIDE**

#### **MANAGER, SUPERVISOR, AND/OR ADMINISTRATOR POLICY**

As a manager, supervisor or administrator, you will be held responsible for making sure that the minors you supervise follow the Guam Child Labor Laws and GWA's Youth Employment Workplace Policy.

##### **14- or 15-Year-Old Minors**

1. 14- or 15-year-old minors are not to work during the time they are legally required to attend school.
2. 14- or 15-year-old minors are not to work before 7:00 a.m.
3. 14- or 15-year-old minors are not to work past 7:00 p.m.
4. 14- or 15-year-old minors are not to work past 9:00 p.m. from June 1 to Labor Day.
5. 14- or 15-year-old minors are not to work more than three (3) hours on school days (Mon-Fri).
6. 14- or 15-year-old minors are not to work more than eight (8) hours on Saturday, Sunday, and non-school days, when school days do not follow.
7. 14- or 15-year-old minors are not to work more than eighteen (18) hours a week when school is in session.
8. 14- or 15-year-old minors are not to work more than forty (40) hours a week when school is not in session.
9. 14- or 15-year-old minors' combined work and school hours are not to exceed 9 hours in a day.
10. 14- or 15-year-old minors are not to work more than four hours without a 30-minute uninterrupted break.
11. 14- or 15-year-old minors are not to perform hazardous occupations.

##### **16- or 17-Year-Old Minors**

1. 14- or 15-year-old minors are not to work during the time they are legally required to attend school.
2. 16- or 17-year-old minors are not to work before 6:00 a.m. on any week day.
3. 16- or 17-year-old minors are not to work past 10:00 p.m. when school is scheduled the next day.
4. 16- or 17-year-old minors are not to work past 12 midnight when school is not scheduled the next day.
5. 16- or 17-year-old minors are not to work more than eight (8) hours a day.
6. 16- or 17-year-old minors are not to work more forty (40) hours a week.
7. 16- or 17-year-old minors are not to work more than four hours without a 30-minute uninterrupted break.
8. 16- or 17-year-old minors are not to perform hazardous occupations.

##### **Use of Personal Mobile Devices:**

To maintain a professional work environment and protect confidentiality standards, minors should not use their personal mobile phones during work hours, except during scheduled breaks, in case of emergencies, or when contacting their ride at the end of a shift.

In addition, recording or posting photos or videos taken in the workplace to social media is strictly prohibited unless when required for purposes such as internship documentation (for school assignments or reporting) and only with prior consent from a direct Supervisor, Manager, or Administrator. This helps avoid violation of privacy, confidentiality, or organizational policies.

As a Supervisor, Manager, and/or Administrator, you are encouraged to address violations of such policy immediately, and preferably in private, unless it is necessary to address the group

\_\_\_\_\_  
Manager/Supervisor/Administrator's Name and Signature

\_\_\_\_\_  
Date

**EXCEPTIONS MAY APPLY IF MINOR IS ENROLLED IN A SCHOOL SPONSORED WORK PROGRAM OR UNDER CERTAIN SITUATIONS AS STATED IN THE FEDERAL LAW.**

## Youth Employment Workplace Policy

**Attachment 7.d: Employer Self-Assessment Guide—Record of Infraction**

Gloria B. Nelson Public Service Building  
688 Route 15  
Mangilao, Guam 96913

**YOUTH EMPLOYMENT WORKPLACE POLICY  
EMPLOYER SELF-ASSESSMENT GUIDE**

**RECORD OF INFRACTION FOR 14- OR 15-YEAR-OLD MINORS**

As your employer, it is our policy to abide by the Guam Child Labor Laws. As a minor associate, you are expected to be responsible and do your part to make sure that we do not violate the Child Labor Law and GWA's Youth Employment Workplace Policy, including but not limited to those listed below. If you violate any of the laws or policies, the following actions will be taken:

- First infraction – a written counseling will be given to you
- Second infraction – a written reprimand will be given to you
- Third infraction – you will be fired

**Policy for 14- or 15-Year-Old Minors**

1. 14- or 15-year-old minors are not to work during the time they are legally required to attend school.
2. 14- or 15-year-old minors are not to work before 7:00 a.m.
3. 14- or 15-year-old minors are not to work past 7:00 p.m.
4. 14- or 15-year-old minors are not to work past 9:00 p.m. from June 1 to Labor Day.
5. 14- or 15-year-old minors are not to work more than three (3) hours on school days (Mon-Fri).
6. 14- or 15-year-old minors are not to work more than eight (8) hours on Saturday, Sunday, and non-school days, when school days do not follow.
7. 14- or 15-year-old minors are not to work more than eighteen (18) hours a week when school is in session.
8. 14- or 15-year-old minors are not to work more than forty (40) hours a week when school is not in session.
9. 14- or 15-year-old minors' combined work and school hours are not to exceed 9 hours in a day.
10. 14- or 15-year-old minors are not to work more than four hours without a 30-minute uninterrupted break.
11. 14- or 15-year-old minors are not to perform hazardous occupations.

**Exceptions on Policy for 14- or 15-Year-Old Minors**

If you a) have graduated from high school; b) have been excused from compulsory attendance after completing eighth grade and meet employment requirements; c) have a child to support and have been granted a waiver by state authorities; d) are prohibited from attending school by a court order; e) have been permanently expelled from their local public school, unless required by law or court order to attend another school, school is not considered to be in session, and you are exempted from #1, #5, and #6.

**Use of Personal Mobile Devices**

To maintain a professional work environment and protect confidentiality standards, you should not use your personal mobile phone during work hours, except during scheduled breaks, in case of emergencies, or when contact your ride at the end of a shift. In addition, you are not to record or post photos or videos taken in a GWA workplace to social media unless when required for documenting your internship experience (for school assignments or reporting) and only with prior consent from your direct Supervisor, Manager, or Administrator.

\_\_\_\_\_  
Minor's Name and Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Name and Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor/Administrator's Name and Signature

\_\_\_\_\_  
Date

**EXCEPTIONS MAY APPLY IF MINOR IS ENROLLED IN A SCHOOL SPONSORED WORK PROGRAM OR UNDER CERTAIN SITUATIONS AS STATED IN THE FEDERAL LAW.**



## Youth Employment Workplace Policy

**Attachment 7.d: Employer Self-Assessment Guide—Record of Infraction (Cont.)**

Gloria B. Nelson Public Service Building  
688 Route 15  
Mangilao, Guam 96913

**YOUTH EMPLOYMENT WORKPLACE POLICY  
EMPLOYER SELF-ASSESSMENT GUIDE**

**RECORD OF INFRACTION FOR 16- OR 17-YEAR-OLD MINORS**

As your employer, it is our policy to abide by the Guam Child Labor Laws. As a minor associate, you are expected to be responsible and do your part to make sure that we do not violate the Child Labor Law listed below. If you violate any of the laws listed below, the following actions will be taken:

- First infraction – a written counseling will be given to you
- Second infraction – a written reprimand will be given to you
- Third infraction – you will be fired

**Policy for 16- or 17-Year-Old Minors**

1. 16- or 17-year-old minors are not to work during the time they are legally required to attend school.
2. 16- or 17-year-old minors are not to work before 6:00 a.m. on any week day.
3. 16- or 17-year-old minors are not to work past 10:00 p.m. when school is scheduled the next day.
4. 16- or 17-year-old minors are not to work past 12 midnight when school is not scheduled the next day.
5. 16- or 17-year-old minors are not to work more than eight (8) hours a day.
6. 16- or 17-year-old minors are not to work more forty (40) hours a week.
7. 16- or 17-year-old minors are not to work more than four hours without a 30-minute uninterrupted break.
8. 16- or 17-year-old minors are not to perform hazardous occupations.

**Exceptions on Policy for 16- or 17-Year-Old Minors**

If you a) have graduated from high school; b) have been awarded a certificate of proficiency; c) are married or supporting dependents; or d) have been declared an adult by a court, you may be employed for the same hours as an adult, except:

1. 16- or 17-year-old minors are not to work past 12 midnight on any given day of the week.
2. 16- or 17-year-old minors are not to work before 6:00 a.m. on any given day of the week.

**Use of Personal Mobile Devices**

To maintain a professional work environment and protect confidentiality standards, you should not use your personal mobile phone during work hours, except during scheduled breaks, in case of emergencies, or when contact your ride at the end of a shift. In addition, you are not to record or post photos or videos taken in a GWA workplace to social media unless when required for documenting your internship experience (for school assignments or reporting) and only with prior consent from your direct Supervisor, Manager, or Administrator.

\_\_\_\_\_  
Minor's Name and Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Name and Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor/Administrator's Name and Signature

\_\_\_\_\_  
Date

**EXCEPTIONS MAY APPLY FOR MINORS UNDER CERTAIN SITUATIONS AS STATED IN THE FEDERAL LAW.**

## Youth Employment Workplace Policy

### **Attachment 7.e: Employer Self-Assessment Guide—Sample Letter to Parents/Guardians**



Gloria B. Nelson Public Service Building  
688 Route 15  
Mangilao, Guam 96913

#### **YOUTH EMPLOYMENT WORKPLACE POLICY EMPLOYER SELF-ASSESSMENT GUIDE**

Date (Type current date here)

#### **Sample Letter to Parents/Guardians**

Mr. & Mrs. John J. Parent (Insert parent's name here)  
1234 Any Street (Insert street address here)  
Anytown, Guam 56789 (Insert city, state and ZIP code here)

Dear Mr. and Mrs. Parent: (Insert parent's name here)

We are pleased to have (insert minor's name here) working with us at GWA. I am (insert letter signer's name here), the (insert letter signer's job title here), and I wanted you to know that I will do everything I possibly can so your child may have a rewarding employment experience with our business.

As you know, to be successful, organizations must provide a valuable product and/or exceptional service to customers. Your child will be asked to learn those things necessary to perform the specific tasks that help our agency so that it will thrive and be successful. We challenge every employee to be a contributing member; to follow our proven procedures; to follow our established operating systems; to maintain established standards; and foster positive customer relations. In doing so, your child will be afforded opportunities to learn a variety of our systems and procedures and how certain events lend to the overall operation of GWA. It will be a learning process that may at times seem overwhelming. Please encourage your child to come to me or to any of the managers, supervisors, or administrators with any questions or concerns.

I would like to remind you that your child is a minor and is protected by both federal and local child labor laws. GWA believes in and adheres to these laws. A copy of Guam's Child Labor poster is attached for your information and review. If your child informs you that anyone in this company may have failed to enforce a law, I ask you to alert me immediately.

Your child's education is very important to all of us. I will make every effort possible to establish work schedules with that in mind. It is expected that your child will continue to attend school, to study and earn excellent grades in school as they help demonstrate your child's abilities and potential. Should your child fall behind with schoolwork, please do not hesitate to inform me. GWA and I are strong advocates of education and believe success of our younger generation is greatly enhanced by continued education and work experience.

It would be my pleasure to meet you and introduce myself personally. If you're ever in the facility, please let me know!

Sincerely,


Signature (personally sign each letter even if the letter is in printed format)

Title (Insert same title as stated in paragraph 1 above)

Enclosures    Copy of Guam's Child Labor Law Poster

Youth Employment Workplace Policy

Attachment 8: Acknowledgment Receipt


	Gloria B. Nelson Public Service Building 688 Route 15 Mangilao, Guam 96913	<b>YOUTH EMPLOYMENT WORKPLACE POLICY</b> ACKNOWLEDGMENT RECEIPT
---	--	--

I, the undersigned, an employee/contractor/supplier of the Guam Waterworks Authority, hereby acknowledge receipt of SOP-1200-HR-005 entitled "Youth Employment Workplace Policy" on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Name:	Signature:	ID#:
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Youth Employment Workplace Policy

**Attachment 9: Fraud, Waste & Abuse Reporting Form**

 <b>GUAM WATERWORKS AUTHORITY</b> Gloria B. Nelson Public Service Building Mangilao, Guam 96913  <b>Internal Audit Division</b>  <b>FRAUD, WASTE &amp; ABUSE REPORTING FORM</b>	
<p><b>Thank you for helping fight fraud, waste and abuse in GWA. Your information begins the process for holding our officials/employees accountable for their actions. Your name and telephone number, as well as the status of your complaint, are CONFIDENTIAL.</b></p>	
<p><b>Contact Information (Optional):</b> Although this information is optional, providing us with your name and telephone number will allow us to contact you with any additional questions that we have.</p> <p>Name: _____</p> <p>Phone or Mobile No.: _____</p> <p>Email: _____</p>	<p><b>What Type(s) of Fraud, Waste, or Abuse are You Reporting?</b> (Check all that apply)</p> <p><input type="checkbox"/> Theft of GWA Funds and/or Equipment</p> <p><input type="checkbox"/> Personal use of GWA Funds and/or Equipment</p> <p><input type="checkbox"/> GWA Official/Employee Doing Business with Himself / Herself</p> <p><input type="checkbox"/> GWA Official/Employee Accepting Something of Value (or Kickback) From A Vendor</p> <p><input type="checkbox"/> GWA Official/Employee Paying for Work Not Performed by A Vendor</p> <p><input type="checkbox"/> GWA Official/Employee Paying Excessive Amounts for Services</p> <p><input type="checkbox"/> GWA Official/Employee Falsifying Expense Reimbursements</p> <p><input type="checkbox"/> GWA Payroll/Finance Fraud</p> <p><input type="checkbox"/> Other fraud, waste or abuse: _____</p> <p>_____</p> <p>_____</p>
<p><b>Name of Person or Division or Section You are Reporting:</b></p> <p>_____</p>	
<p><b>When did the violation take place (if you know)?</b></p> <p>_____</p>	
<p><b>Where did the violation take place (if you know)?</b></p> <p>_____</p>	
<p><b>Do you have documents to support your report?</b></p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><b>If your answer is YES, are you willing to give the documents to us?</b></p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	
<p><b>Other Comment</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p><b>To remain anonymous, drop this form to its designated drop box in our Upper Tumon and Fadian Office or email us at:</b></p> <p style="text-align: center;"><a href="mailto:hotline@guamwaterworks.org">hotline@guamwaterworks.org</a></p> <p><b>You may also call us at:</b></p> <p style="text-align: center;"><b>Fraud, Waste and Abuse Hotline (671) 300-6855</b></p>	



## Youth Employment Workplace Policy

### Attachment 10: Youth Employment Poster by GDOL



# YOUTH EMPLOYMENT



**30 MINUTE  
MEAL PERIOD**  
EVERY 4 HOURS  
WORKED

NO WORK DURING  
SCHOOL HOURS



**NO OVERTIME!**

NO WORK IN  
HAZARDOUS  
ENVIRONMENTS



## 14-15 YEARS OLD



An "APPLICATION FOR A MINOR'S EMPLOYMENT CERTIFICATE" must first be completed and submitted to the Wage & Hour Division of the Guam Department of Labor

### CONDITIONS OF EMPLOYMENT

- May not start work before 7:00 AM
- May not work after 7:00 PM
  - ◊ Except from June 1st through Labor Day, may not work after 9:00 PM
- May not work more than 3 hrs. on a school day
  - ◊ On non-school days, may work 8 hrs. a day
- May not work more than 18 hrs. during a school week
  - ◊ On non-school weeks, may work 40 hrs. a week
- Combined work and school hours shall not exceed 9 hrs. in a day

## 16-17 YEARS OLD

A "APPLICATION FOR A MINOR'S EMPLOYMENT CERTIFICATE" is NOT required.



### CONDITIONS OF EMPLOYMENT

- May not start work before 6:00 AM
- May not work after 10:00 PM on a school night
  - ◊ On non-school nights (Fri-Sat, Holidays) may work until 12 midnight
- May not work more than 8 hrs. a day
- May not work more than 40 hrs. a week





**To file a complaint, or for more information regarding Minor/Youth Employment, please contact GDOL, WAGE AND HOUR DIVISION**

**Email:** [wage.questions@dol.guam.gov](mailto:wage.questions@dol.guam.gov)  
**Telephone:** (671) 300-4602 / 475-7024  
**Website:** [www.dol.guam.gov/compliance/whd](http://www.dol.guam.gov/compliance/whd)



For more inquiries on employment and training programs available, please contact The American Job Center

**Telephone:** (671) 475-7000/7001  
**Website:** [www.hireguam.com](http://www.hireguam.com)