

## ARTICLE 10. YOUTH EMPLOYMENT

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### Rule 1. Definitions

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#### 610 IAC 10-1-1 Applicability

Authority: [IC 22-1-1-8](#)  
Affected: [IC 22-2-18](#); [IC 22-2-18.1](#)

Sec. 1. The definitions in this rule apply throughout this article. (*Department of Labor*; 610 IAC 10-1-1; filed Nov 6, 2006, 8:47 a.m.: [20061206-IR-610060159FRA](#); readopted filed Nov 30, 2012, 11:14 a.m.: [20121226-IR-610120578RFA](#); readopted filed Nov 21, 2018, 12:10 p.m.: [20181219-IR-610180417RFA](#))

#### 610 IAC 10-1-2 "Youth employment laws" defined

Authority: [IC 22-1-1-8](#)  
Affected: [IC 22-2-18.1](#)

Sec. 2. "Youth employment laws" means [IC 22-2-18.1](#), and any rules adopted to enforce or interpret them. (*Department of Labor*; 610 IAC 10-1-2; filed Nov 6, 2006, 8:47 a.m.: [20061206-IR-610060159FRA](#); readopted filed Nov 30, 2012, 11:14 a.m.: [20121226-IR-610120578RFA](#); readopted filed Nov 21, 2018, 12:10 p.m.: [20181219-IR-610180417RFA](#); filed Feb 9, 2022, 4:14 p.m.: [20220309-IR-610210462FRA](#))

#### 610 IAC 10-1-3 "Department" defined

Authority: [IC 22-1-1-8](#)  
Affected: [IC 22-2-18](#); [IC 22-2-18.1](#)

Sec. 3. "Department" means the Indiana department of labor. (*Department of Labor*; 610 IAC 10-1-3; filed Nov 6, 2006, 8:47 a.m.: [20061206-IR-610060159FRA](#); readopted filed Nov 30, 2012, 11:14 a.m.: [20121226-IR-610120578RFA](#); readopted filed Nov 21, 2018, 12:10 p.m.: [20181219-IR-610180417RFA](#))

#### 610 IAC 10-1-4 "Minor" defined

Authority: [IC 22-1-1-8](#)  
Affected: [IC 22-2-18.1](#)

Sec. 4. "Minor" means a person who:

- (1) is less than eighteen (18) years of age; and
- (2) is not subject to the exemptions described in [IC 22-2-18.1-2](#) and [IC 22-2-18.1-13](#).

(*Department of Labor*; 610 IAC 10-1-4; filed Nov 6, 2006, 8:47 a.m.: [20061206-IR-610060159FRA](#); readopted filed Nov 30, 2012, 11:14 a.m.: [20121226-IR-610120578RFA](#); readopted filed Nov 21, 2018, 12:10 p.m.: [20181219-IR-610180417RFA](#); filed Feb 9, 2022, 4:14 p.m.: [20220309-IR-610210462FRA](#))

**610 IAC 10-1-5 "Qualifying location" defined**

Authority: [IC 22-1-1-8](#); [IC 22-2-18.1-31](#)

Affected: [IC 22-2-18.1](#)

Sec. 5. "Qualifying location" means each separate and distinct location operated by a required employer that has five (5) or more minors who work at that location. (*Department of Labor; 610 IAC 10-1-5; filed Feb 9, 2022, 4:14 p.m.: [20220309-IR-610210462FRA](#)*)

**610 IAC 10-1-6 "Required employer" defined**

Authority: [IC 22-1-1-8](#); [IC 22-2-18.1-26](#); [IC 22-2-18.1-31](#)

Affected: [IC 22-2-18.1](#)

Sec. 6. "Required employer" means an employer who:

(1) is not subject to the exemptions described in [IC 22-2-18.1-2](#); and

(2) meets the criteria set forth in [IC 22-2-18.1-26](#)(a) at one (1) or more locations in Indiana.

(*Department of Labor; 610 IAC 10-1-6; filed Feb 9, 2022, 4:14 p.m.: [20220309-IR-610210462FRA](#)*)

**Rule 2. Youth Employment Law Enforcement and Inspections**

[610 IAC 10-2-1](#)

Authority of department

[610 IAC 10-2-2](#)

Inspections

**610 IAC 10-2-1 Authority of department**

Authority: [IC 22-1-1-8](#)

Affected: [IC 22-2-18.1](#)

Sec. 1. (a) The department may inspect any employer in the state to ensure compliance with Indiana's youth employment laws.

(b) An employer shall allow the department's inspectors to:

(1) inspect records related to employees under eighteen (18) years of age;

(2) examine work areas; and

(3) interview employees.

(c) An employer shall produce all requested records promptly while the inspector is on-site or within twenty-four (24) hours of the request if the records are not maintained on-site. (*Department of Labor; 610 IAC 10-2-1; filed Nov 6, 2006, 8:47 a.m.: [20061206-IR-610060159FRA](#); readopted filed Nov 30, 2012, 11:14 a.m.: [20121226-IR-610120578RFA](#); readopted filed Nov 21, 2018, 12:10 p.m.: [20181219-IR-610180417RFA](#); filed Feb 9, 2022, 4:14 p.m.: [20220309-IR-610210462FRA](#)*)

**610 IAC 10-2-2 Inspections**

Authority: [IC 22-1-1-8](#)

Affected: [IC 22-2-18.1](#)

Sec. 2. The department may conduct:

(1) an investigation when a member of the public reports a possible violation of youth employment laws;

(2) random investigations; and

(3) targeted inspections based on industry and employment data.

(*Department of Labor; 610 IAC 10-2-2; filed Nov 6, 2006, 8:47 a.m.: [20061206-IR-610060159FRA](#); readopted filed Nov 30, 2012, 11:14 a.m.: [20121226-IR-610120578RFA](#); readopted filed Nov 21, 2018, 12:10 p.m.: [20181219-IR-610180417RFA](#); filed Feb 9, 2022, 4:14 p.m.: [20220309-IR-610210462FRA](#)*)

**Rule 3. Work Hours and Breaks**

[610 IAC 10-3-1](#)

Hours of employment; records

[610 IAC 10-3-2](#)

## Break recommendations

**610 IAC 10-3-1 Hours of employment; records**Authority: [IC 22-1-1-8](#)Affected: [IC 22-2-18.1](#)

Sec. 1. An employer shall maintain records of days and hours worked for all employees under eighteen (18) years of age in order to verify compliance with [IC 22-2-18.1](#). (*Department of Labor; 610 IAC 10-3-1; filed Nov 6, 2006, 8:47 a.m.: [20061206-IR-610060159FRA](#); readopted filed Nov 30, 2012, 11:14 a.m.: [20121226-IR-610120578RFA](#); readopted filed Nov 21, 2018, 12:10 p.m.: [20181219-IR-610180417RFA](#); filed Feb 9, 2022, 4:14 p.m.: [20220309-IR-610210462FRA](#)*)

**610 IAC 10-3-2 Break recommendations**Authority: [IC 22-1-1-8](#); [IC 22-2-18.1-27](#)Affected: [IC 22-2-18.1](#)

Sec. 2. The department recommends that if any minor works or is scheduled to work more than six (6) hours in a shift, the employer provides the minor with at least two (2) fifteen (15) minute rest breaks or one (1) thirty (30) minute rest break. (*Department of Labor; 610 IAC 10-3-2; filed Nov 6, 2006, 8:47 a.m.: [20061206-IR-610060159FRA](#); readopted filed Nov 30, 2012, 11:14 a.m.: [20121226-IR-610120578RFA](#); readopted filed Nov 21, 2018, 12:10 p.m.: [20181219-IR-610180417RFA](#); filed Feb 9, 2022, 4:14 p.m.: [20220309-IR-610210462FRA](#)*)

**Rule 4. Employment Certificates for Minors (*Repealed*)***(Repealed by Department of Labor; filed Feb 9, 2022, 4:14 p.m.: [20220309-IR-610210462FRA](#))***Rule 5. Registration of Minors**[610 IAC 10-5-1](#)

Registration timing

[610 IAC 10-5-2](#)

Multiple employer locations

[610 IAC 10-5-3](#)

Registration system

[610 IAC 10-5-4](#)

Enter and maintain accurate registration; penalties for failure

[610 IAC 10-5-5](#)

Public access

**610 IAC 10-5-1 Registration timing**Authority: [IC 22-1-1-8](#); [IC 22-2-18.1-1](#)Affected: [IC 22-2-18.1](#)

Sec. 1. Each required employer shall complete the registration of all minors employed at all qualifying locations within three (3) business days after becoming a required employer. (*Department of Labor; 610 IAC 10-5-1; filed Feb 9, 2022, 4:14 p.m.: [20220309-IR-610210462FRA](#)*)

**610 IAC 10-5-2 Multiple employer locations**Authority: [IC 22-1-1-8](#); [IC 22-2-18.1-26](#); [IC 22-2-18.1-31](#)Affected: [IC 22-2-18.1](#)

Sec. 2. A required employer shall register each of its qualifying locations according to this rule. (*Department of Labor; 610 IAC 10-5-2; filed Feb 9, 2022, 4:14 p.m.: [20220309-IR-610210462FRA](#)*)

**610 IAC 10-5-3 Registration system**Authority: [IC 22-1-1-8](#); [IC 22-2-18.1-25](#)Affected: [IC 22-2-18.1](#)

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Sec. 3. To register its minors at each of its qualifying locations, each required employer shall use the Youth Employment System (YES), that can be found by following the link provided under the youth employment section on the department's website. (*Department of Labor; 610 IAC 10-5-3; filed Feb 9, 2022, 4:14 p.m.: [20220309-IR-610210462FRA](#)*)

### **610 IAC 10-5-4 Enter and maintain accurate registration; penalties for failure**

Authority: [IC 22-1-1-8](#); [IC 22-2-18.1](#)

Affected: [IC 22-2-18.1-30](#)

Sec. 4. Each required employer shall enter and maintain an accurate and up-to-date list of minor employees at each qualifying location by using the online Youth Employment System (YES). Required employers shall update, within three (3) business days of the change, any information that has changed regarding qualifying locations and the names and numbers of minors at each of those locations. Failure to accurately and timely enter and update this information as described in this rule may result in a warning or civil penalty as set forth in [IC 22-2-18.1-30](#). (*Department of Labor; 610 IAC 10-5-4; filed Feb 9, 2022, 4:14 p.m.: [20220309-IR-610210462FRA](#)*)

### **610 IAC 10-5-5 Public access**

Authority: [IC 22-1-1-8](#); [IC 22-2-18.1-25](#)

Affected: [IC 22-2-18.1](#)

Sec. 5. The public may access the Youth Employment System (YES) as described in this rule to search for registered employers. (*Department of Labor; 610 IAC 10-5-5; filed Feb 9, 2022, 4:14 p.m.: [20220309-IR-610210462FRA](#)*)

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