



Information Technology

Wisconsin Youth Apprenticeship (YA) Information Sheet

The competencies found in the Information Technology Skills Checklist are aligned with the National States 'Career Clusters standards for Information Technology. They have also been reviewed by the Department of Workforce Development for Child Labor Law compliance. Students must comply with all employer proprietary and confidential information expectations and policies.

Child Labor Laws:

The Student Learner Exception -

1. A "student learner" is a student of an accredited school who is employed on a part-time basis to obtain both scholastic credit and employment training under a bona fide written school-work training program agreement. Youth Apprenticeship students are "student learners."
 - ◆ A student learner is permitted to do **certain work** that is otherwise prohibited if the student learner is performing service within a bona fide school-work training program.
 - ◆ A school-work training program must be:
 - sponsored by an accredited school
 - authorized and approved by the following:
 - ✓ state department of public instruction,
 - ✓ technical college system board, or
 - ✓ DWD's youth apprenticeship program.
2. The work of a student learner in an occupation otherwise prohibited must be **incidental** to the student learner's training (5% or less of the total work hours) and must be **intermittent** and only for short periods of time (not a regular part of the job).
3. Moreover, when undertaking otherwise prohibited work allowed under this exception, the student learner must be under **direct and close supervision** of a qualified and experienced person. *See Wis. Admin. Code § DWD 270.14(3).*
 - ◆ The student learner exception does not apply to the following occupations. It is important to note that while the broad categories of occupations are prohibited, there are some exceptions

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Developed in conjunction with DWD's Equal Rights Division/Bureau of Labor Standards, Unemployment Insurance Division, and Worker's Compensation

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to those prohibitions, indicated below. Minors, including student learners, may perform work that is within the exception indicated.

♦ **Motor Vehicles** (*Wis. Admin. Code § DWD 270.12(21)*) -

A minor, **age 17 or older**, may operate a motor vehicle as a part of employment **only if**:

- the vehicle does not exceed 6,000 pounds gross weight;
- driving is done during daylight hours only;
- the driving amounts to no more than 20% of the work week or 1/3 of the work day;
- the student has attended drivers' education training and holds a valid driver's license;
- the driving takes place within a 30-mile radius of the minor's place of employment;
- the minor has no record of any moving violations at the time of hire; and
- the driving does not involve: towing of vehicles, route deliveries or sales, transportation for hire, urgent time-sensitive deliveries, transporting more than 3 passengers who are employees of employer at one time.

Unemployment Compensation (UC):

- ♦ If a youth apprentice is enrolled full-time in a public educational institution and receives school credit for their participation in the Youth Apprenticeship Program, they are not eligible to file for unemployment compensation from the youth apprenticeship employer. Youth Apprenticeship students who do not meet these criteria may be eligible for unemployment compensation benefits.
- ♦ For additional information on Unemployment eligibility, please view the web sites listed below.
 - WI Unemployment Insurance Handbook for employers at:
<http://dwd.wisconsin.gov/ui201/>
 - Employer Assistance at:
<http://dwd.wisconsin.gov/ui201/phone201.htm>

Worker's Compensation:

- ♦ Most Wisconsin employers are subject to the Worker's Compensation Act, including the requirement to obtain worker's compensation insurance. This also pertains to employers of student learners.
- ♦ Under the Worker's Compensation Act, employers must carry worker's compensation insurance if any of the following applies:
 - Three or more full-time or part-time employees are employed. An employer must have insurance immediately upon employing a third person.
 - One or more full-time or part-time employees are employed, whom an employer has paid a combined gross wages of \$500 or more in any calendar quarter for work done at one or

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- more locations in Wisconsin. An employer must have insurance by the 10th day of the first month of the next calendar quarter.
- If you are a farmer who employs 6 or more workers on the same day for any 20 days during the calendar year. An employer (farmer) in this situation must have insurance by the 10th day after the 20th day of employment. A calendar year is January through December. Some relatives of an employing farmer may not count as employees. (For detail, see DWD Worker's Compensation Division's publication on Farming & Worker's Compensation in Wisconsin at http://www.dwd.wisconsin.gov/dwd/publications/wc/WKC_10447_P.pdf.)
- ▶ For more information about Wisconsin Worker's Compensation insurance requirements, view the website resources listed below.

Wisconsin Compensation Insurance Requirements

http://dwd.wisconsin.gov/dwd/publications/wc/WKC_13328_P.pdf

Worker's Compensation Requirement Q&A

http://dwd.wisconsin.gov/dwd/publications/wc/WKC_13330_P.pdf