

Work Permits/Employment Certificates:

All children under the age of sixteen (16) years of age are considered minors in the state of Illinois. All minors are required by Illinois law to have an employment certificate prior to employment. This is the first step for the employment of a minor in a motion picture, television show, commercial, music video, or any related film/video production activity.

The following documentation is required to be presented in person by both the minor and the parent or legal guardian when applying for a work permit:

1. Employer's Statement of Intention to Employ

- a. The letterhead stationary of the employer should be used.
- b. The letter must state the type of work and the work schedule.
- c. The employer or agent must sign the letter.
- d. If tutoring is required, the employer's letter must include the tutor's name, the tutoring schedule, and the tutoring location. A copy of the tutor's teaching certification must accompany the letter.

2. Proof of Age

- a. A certified copy of a Birth Certificate issued by a City, County, State, or a Hospital is preferred. (Xerox copies are not acceptable.)
- b. If a certified copy of the birth certificate is not available, any one of the following will be accepted as documentary proof of age.
 - i. Baptismal Certificate
 - ii. Insurance Policy*
 - iii. Alien Registration Card
 - iv. Passport
 - v. Bible Record*
 - vi. Notice of Birth Registration
 - vii. Other Documentary Proof of Age*

*These documents must be at least one year old to be acceptable.

NOTE: If the applicant's name on the employer's letter differs from that shown on the proof of age presented, the parent or guardian must complete an affidavit. Affidavit forms are available from the Department of Truancy Prevention, 125 South Clark, Suite 1016, Chicago.

3. Parental Approval

A written statement that the parent approves the employment of the minor for the specific job

must be provided.

4. Social Security Number

The minor's social security number must be provided when applying for the work permit. (A copy of the application for a Social Security card is also acceptable.)

5. Medical Statement

A written statement from a physician must be presented which indicates that on the basis of an examination performed within one year of the date of the application that the child is physically fit to be employed in all legal occupations.

6. Principal's Statement

During the school year, if the applicant is age six or older, the applicant's home school must supply a letter on school letterhead stating that the minor is a full-time student and the hours the child is in school and signed by the principal.

WHERE TO GET WORK PERMITS:

Illinois Residents:

Illinois residents contact a local high school in your area to determine if they will issue a permit for your minor.

During the school year (Chicago Area) these facilities will issue permits:

6323 North Avondale
773/534-1100

2021 North Burling
773/534-8230

231 North Pine
773/534-6284

10 West 35th Street
773/534-9082

6139 South Wolcott
773/535-9570

10541 South Aberdeen
773/535-2600

All Year:

Chicago Public Schools, Department of Truancy Prevention. 125 South Clark St, Suite 1016, Phone: 773/553-2180, Fax: 773/553-2182, Monday through Friday from 9:00 AM to 4:00 PM. Please call for an appointment.

State Board of Education. 100 West Randolph, 14th Floor, Phone 312/814-3850, Monday through Friday from 9:00 AM to 4:00 PM. Please call for an appointment.

Please note that the permit/employment certificate is valid for one year.

Out of State Minors

Without exception, children who are residents from other states must obtain an Illinois Employment Certificate while working in Illinois. Work permits may be obtained at the above listed locations and must be obtained prior to the minor's employment. **The child and parent/guardian must be present** with all of the above-mentioned documentation to receive a work permit.

WORK RULES for a minor working on a motion picture, television show, commercial, music video, or any related film/video production activity.

1. **Work Permit.** A valid Illinois work permit must be issued prior to employment.
2. **Supervision.** A minor must be accompanied by a parent/guardian while on set.
3. **Meal Break.** A minor must receive a ½ hour meal break after five (5) hours on the set.
4. **Normal Work Day Hours.** The normal work day is between the hours of 7AM and 7PM from Labor Day to 1 June and 7 AM to 9 PM 1 June to Labor Day. **Any filming activity before or after these hours requires a night work waiver.** (See Waivers below)
5. **Rest Break (Turn Around).** A minor must be provided a twelve (12) hour rest break at the end of the workday and prior to the commencement of their next day of **work or school**.
6. **Facilities.** All minors must be provided with separate and adequate facilities for rest, schooling, and recreation.

LENGTH OF WORK DAY ON A SCHOOL DAY DURING THE SCHOOL YEAR

Age	Total Hours on Set per day	Actual Work Hours	Tutoring Hours	Rest & Recreation
0 to 8	No Restriction	3 Hours	No more than a total of 8 Hours Work & School	N/A
9 to 15	9 Hours	5 Hours	3 Hours	1 Hour

LENGTH OF WORK DAY ON A WEEKEND DAY OR HOLIDAY DURING THE SCHOOL YEAR

Age	Total Hours on Set per Day	Actual Work Hours	Tutoring Hours	Rest & Recreation
0 to 8	No Restriction	8 Hours	None	N/A
9 to 15	No Restriction	8 Hours	None	N/A

LENGTH OF WORK DAY ON DAYS BETWEEN JUNE 1ST AND LABOR DAY (SUMMER)

Age	Total Hours on Set per Day	Actual Work Hours	Tutoring Hours	Rest & Recreation
0 to 8	No Restriction	8 Hours	None	N/A
9 to 15	No Restriction	8 Hours	None	N/A

WAIVERS

Night Filming: A waiver may be obtained for night filming activity after 7 PM from Labor Day to June 1st, and after 9PM from June 1st to Labor Day. Waiver applications can be obtained through the Illinois Film Office 312-814-3600. The form must be completed and signed by the parent/guardian then submitted to the Illinois Department of Labor Compliance Processing Department, 160 North LaSalle, 13th Floor, Chicago, Illinois 60601, attention Compliance Processing Manager by **12 Noon** on the day of filming (In case of weekend filming it must be submitted by 12 Noon on Friday). The compliance officer phone number is 312-793-2804. Completed waiver forms may be faxed to 312-814-1210.

Extended Work Hours: There is NO waiver for extending the minor's workday.

STUNTS, ATHLETIC OR ACROBATIC ACTIVITY

No minor shall perform any stunts, unusual athletic or acrobatic activity unless the minor and the parent/guardian represent that the minor is capable of performing such activity and the parent/guardian give prior consent in writing.

HAZARDOUS ACTIVITIES

No minor shall be required to work in any hazardous situation that places them in a clear and present danger to life and limb, regardless of any parental consent.

For further information concerning Illinois Child Labor Statutes, contact the Illinois Film Office at 312-814-3600.

TRANSPORTATION

Transportation of motion picture equipment into Illinois is governed by the regulations of both the Illinois Department of Transportation (for overweight and oversize vehicles) and the Secretary of State (intrastate/interstate reciprocity and trip permits).

Department of Transportation:

Size and weight limitations in Illinois: Gross weight: (5 axle combination) 80,000 lbs. or 73,280 lbs. on (non-designated roads); Single axle: 20,000 lbs. or 18,000 lbs. on (non-designated roads); Tandem axle: 34,000 lbs. or 32,000 lbs. on (non-designated roads); Width: 8 feet 6 inches or 8 feet on (non-designated roads); Height: 13 feet 6 inches; Length: 53 foot maximum trailer length with 45' 6" kingpin to rear axle distance on Class I & II roads. 65' overall length or 55' wheelbase on Class III and non-designated roads. 55' overall maximum length on all local roads/streets unless designated. Designated road maps available through Illinois Film Office or Illinois Department of Transportation, www.dot.state.il.us. For information specific to on-line permit process, please contact IDOT, 217/782-6271.

For further information for permits and routing for oversize and overweight vehicles, contact: David Johnson, Illinois Department of Transportation, 2300 South Dirksen Parkway, Springfield, Illinois, 62764, 217/782-2984.

Secretary of State's Office

Questions pertaining to licensing and permitting of commercial vehicles operating in interstate/intrastate commerce should be directed to:

Illinois Secretary of State
Commercial and Farm Truck Division
Mick Ramirez, Supervisor
300 Howlett Building
Springfield, Illinois 62756
217/785-1810
217/524-0123/Fax

WORKER'S COMPENSATION

All employers except employers of certain agricultural and domestic employees are subject to the provisions of the Illinois Workers Compensation Act, administered by the Illinois Industrial Commission.

An employer is required to pre-qualify with the Illinois Industrial Commission as a self-insurer or to have Workers Compensation Insurance on his employees. An employer who refuses or neglects to comply with this requirement will still be subject to the Act and such refusal or neglect shall be deemed a petty offense. Each day of such refusal or neglect shall constitute a separate offense.

Worker's Compensation insurance is obtainable through private insurance companies. The advisory rate for workers in motion picture production (class code 7610) in Illinois is 55¢ per \$100 payroll on the same salary. The rates are subject to adjustment.

Companies entering Illinois from other states can usually arrange for extension of their current compensation coverage to Illinois. Illinois is an open competition rating state, and each insurance company files their own rates with the Department of Insurance.

Additional information on rates may be obtained from Bob Heisler 217/785-0598, or Frank Weaver 217/782-1786, Illinois Department of Insurance, 320 West Washington Street, Springfield, Illinois, 62767. All other inquiries should be directed to the Illinois Industrial Commission, 100 West Randolph Street, Chicago, Illinois, 60601.

ILLINOIS UNEMPLOYMENT INSURANCE

The Illinois Unemployment Insurance Act is administered by the Department of Employment Security, Division of Unemployment Insurance, 401 South State Street, Chicago, Illinois, 60605, 312/793-9270.

An employer liable for payment of the tax under the Federal Unemployment Tax Act is required to pay contributions in Illinois on wages paid to his Illinois employees.

An employer who has one or more persons in employment on any day within each of twenty (20) or more calendar weeks in a calendar year, or who paid for services in employment wages of \$1,500.00 or more in any calendar quarter in a calendar year, becomes subject to the Illinois Unemployment Insurance Act beginning with that year. Producers should assume they are covered by the definition, including the employment of extras.

Contributions are payable at a variable rate depending on whether the applicant is a new employee or a non-new employee. The Unemployment Insurance Division advises producers to notify them when work begins.