

# Do you employ minors?

## 4 tips and tools you need now!

Restaurants are a top choice for a teen's first job. In fact, minors comprise almost a third of the hospitality workforce.

But employing such a prominent population isn't always easy. Managers need to comply with labor laws that are regional in nature and constantly changing. They also need to contend with teens' school schedules, which are always in flux. How's a manager supposed to keep up?

At HotSchedules, we're here to help with a handful of features that give managers the freedom and flexibility to manage this group of workers. We give you the ability to:



Configure your own minor labor rules based on your geography



Input school calendars



Manage teens' availability through sport seasons, vacations, and more



Offer teens mobile capabilities for activities like swapping shifts

Employing minors doesn't need to be complicated. Here are four ways to make it easier, plus how some of our newest tools help you simplify your responsibilities and more confidently manage and monitor this group of workers.

1

### Customizable configurations help you maintain compliance

When it comes to complying with labor laws, just one misstep can dramatically impact the business' bottom line. At HotSchedules, we help you stay on top of the dynamic legislation and offer you the freedom and flexibility to manage rules according to the geographies in which you operate and based on your compliance needs. These minor rules include multiple age ranges and meal/break policies to accommodate various state requirements, for example.

In addition, admins can import school calendars at the store level to schedule around minors' legal availability. A minor, for example won't see shifts for pickup or swap if that transaction would violate labor laws. To prevent other compliance violations, the system will generate labor warnings.

2

### Incorporate local school calendars

Scheduling minors during the school year — whether they're available to work more or less — is easier to plan for thanks to a new feature. Administrators can now upload local school calendars to configure schedules based on the school district's start and end times, recognized holidays, and other events in the area.

3

### Let teens set their weekly availability

Between school, work, and other activities, teens are busy. That's why we developed a new capability to help them set their multiple availabilities, giving them the option to request chunks of hours rather than restricting them to entire available days. This feature is useful for workers who may be involved in seasonal sports, have extra time off during finals week, or even have a second job.

Teens can set their availability by marking their effective date for that period, then clicking and painting over the hours they can't work. They can add up to four separate Availability Requests with corresponding start dates, giving them the flexibility they need to work around holidays, class schedules, or other commitments. They can click the plus sign at the top of the page to add a new one.

4

### Encourage their participation through the mobile app

Teens are a mobile generation—they don't want to be tied to a schedule posted on a clipboard or asked to submit time off requests on a post-it note. Encourage them to take charge of their schedules through the mobile app, where they can set their availability, request time off, swap shifts, view who they're working with, sync schedules to their mobile calendar, message coworkers, read announcements from their manager, and more.