**Minimum Wage**

The minimum wage is $11.00. In Massachusetts, all workers aged 18 or older must be paid the state minimum wage of $11.00 per hour. The state minimum wage applies to all employees, except:

- Agricultural workers (10.00 per hour is the minimum wage for agricultural workers);
- Members of a religious order,
- Wages being tested in certain educational, non-profit, or religious organizations, or
- Outside salesperson.

**Overtime**

Generally, employers who pay more than 40 hours a week must be paid overtime. The overtime pay rate is 1.5 times the regular rate of pay for each hour worked over 40 hours in a week. For some employers who pay the "service animal" overtime rate, the overtime rate is 1.5 times the basic minimum wage, not the state rate. Exception: Under state law, some jobs and workplaces are exempt from overtime. For a complete list of overtime exemptions, visit www.mass.gov/fgsi and call or the Attorney General's Fair Labor Unit at (617) 727-3645.

**Payment of Wages**

MGL. Chapter 149, Section 148: 444-CMA.R. 27.02

The law requires that employers pay employees promptly and at regular intervals. Employers must pay employees at least once per week, typically on pay day. Employers who fail to pay employees promptly may be subject to fines and penalties.

**Tips**

MGL. Chapter 149, Section 142A, Chapter 149, Section 151

The hourly "service animal" applies to workers who provide service to customers and who make more than $120 a month in tips. The service rate is $12.73 per hour. The service animal tip is the hourly service rate paid to the worker must add up to $11.00 (or more).

**Paystub Information**

MGL. Chapter 149, Section 148

All employees must get a paper or electronic statement of pay stub that says the name of the employee and employer, the date of payment (month, day, and year), the number of hours worked during the pay period, the hourly rate, and all deductions or benefits paid during the pay period.

**Pey Deductions**

MGL. Chapter 149, Section 148: 444-CMA.R. 27.05

An employer cannot deduct money from an employee's pay unless the law requires it (such as state and federal income taxes), or the employee agrees for a deduction to be made for their benefit (such as for money saved in the employee's savings account). An employer cannot make deductions from an employee's pay for the employer's ordinary business costs (for example, supplies, materials, or tools needed for the job). An employer who requires an employee to pay for items or materials must refund the actual costs to the employee.

**Hours Worked**

MGL. Chapter 149, Section 148: 444-CMA.R. 27.02

Hours worked (or "working time") includes time when an employee is on duty or on the employer's work location or for the employer's benefit, without pay, before or after the normal shift to complete the work.

**Meal Breaks**

MGL. Chapter 149, Sections 100 and 101

Most employees who work more than 6 hours must get a 30-minute meal break. During meal breaks, employers must be free of all duties and free to leave the workplace. If the employee requests, the employer agrees to let the employee go to the workplace during the meal break, after the employee finishes the meal.

**Payroll Records**

MGL. Chapter 151, Section 15

Payroll records should include the employee's name, address, Social Security number, and hours worked each day and week. Employers must keep payroll records for 3 years. Employees have the right to see their own payroll records at reasonable times and places.

**Workplace Notice**

State law requires all employers to post this notice at the workplace in a location where it is easily read. MGL. Chapter 151, Section 454-CMA.R. 27.02(1)

**Employee Under 18 - Child Labor**

All employees in Massachusetts must follow state and federal laws for employees who are under 10 (young). These laws vary where, when, and how long minors may work. They also vary what kinds of work or tasks minors must not do.

**Employment Permits Required: at least workers under 18 must obtain a work permit.** Employees must keep their minor workers' work permits on file at the worksite. To get a work permit, the minor must apply to the superintendent of the school district where the child goes to school. To learn more about getting a work permit, contact the Department of Labor Standards at (617) 726-4975, or www.mass.gov/massworks.

**Time and Schedule Requirements for Minors**

**Age**

<table>
<thead>
<tr>
<th>16 &amp; 17</th>
<th>Must not work</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 &amp; 17</td>
<td>- More than one vehicle or babysitters</td>
</tr>
<tr>
<td>16 &amp; 17</td>
<td>- Work at a job that requires that have no or a few customers</td>
</tr>
<tr>
<td>16 &amp; 17</td>
<td>- Use, clean or repair service vehicles of power-driven machinery</td>
</tr>
<tr>
<td>14 &amp; 15</td>
<td>- Cook (except on electric or gas grills that do not have open flames), operate lanyards, operate N/E/CO, or boilers, or pressure cookers</td>
</tr>
<tr>
<td>14 &amp; 15</td>
<td>- Operate machines, repair power-driven food, textiles, furniture, or other machinery</td>
</tr>
<tr>
<td>14 &amp; 15</td>
<td>- Work in productive or manual occupations</td>
</tr>
<tr>
<td>14 &amp; 15</td>
<td>- Younger than 16: More than 10 hours any day any week</td>
</tr>
<tr>
<td>14 &amp; 15</td>
<td>- More than 8 hours on any day any week</td>
</tr>
<tr>
<td>14 &amp; 15</td>
<td>- More than 8 hours on any day any week</td>
</tr>
<tr>
<td>14 &amp; 15</td>
<td>- More than 8 hours on any day any week</td>
</tr>
<tr>
<td>14 &amp; 15</td>
<td>- More than 8 hours on any day any week</td>
</tr>
</tbody>
</table>

**Exception for school-approved career or vocational training and for students who are allowed to work after school hours.** Students must be at school any day any week 23 hours.

**Adult Supervision Required After 8 pm:** After 8 pm, all minors must be directly supervised by an adult who is located in the workplace and reasonably accessible. Exception: Adult supervision is not required for minors working at a club or on site in a common area of an enclosed shopping mall that has security from 8 pm until mall closes.

**Contact the Attorney General's Fair Labor Division:** (617) 727-3465 - www.mass.gov/ago/fairlabor