

RFK Immigrant Family Legal Clinic

Young Workers – Know Your Rights!

Many RFK students are in the workforce and may face problems with workplace safety and fairness.

The Immigrant Family Legal Clinic is here to help.

When campus is open, you can drop by our office, located across from the Welcome Center. You can also e-mail iflc@law.ucla.edu or leave a voicemail at **(310) 794-6871**, and we will be in touch as soon as possible.

- 1. These rights apply to everyone, no matter your age or immigration status!**
- 2. You have a right to be paid at least minimum wage, at least twice a month, on regular paydays.**
 - In Los Angeles, the minimum wage is \$15 per hour.
 - Even if you receive tips, you have a right to be paid the minimum wage.
- 3. You have a right to be paid overtime and double-time in most jobs.**
 - You may be owed a bigger paycheck if you work over 8 hours in one day or over 40 hours in one week. Overtime means your hourly wage is greater during the extra hours you work.
 - All workers can keep their own records of hours worked. This way, if you are eligible for overtime, you can show how much additional money you are owed.
 - Just because your boss tells you that you cannot get overtime does not mean that is true.
- 4. You have a right to rest breaks and meal breaks.**
 - You have the right to one unpaid 30-minute meal break for every 5 hours of work.
 - You have the right to one paid 10-minute rest break for every 4 hours of work.
 - You may also qualify for additional breaks based on your work and hours.
- 5. You have a right to paid sick leave.**
 - Under state and local law, Los Angeles employers must provide workers with paid time off for medical, mental health, and domestic violence reasons.
 - Your reasons to use paid sick leave may be personal or related to family and who you live with.
 - Paid sick leave varies based on how long you have worked at the job.
- 6. You are protected from illegal discrimination at work and during the hiring process.**
 - Your employer and your co-workers cannot treat you differently based on where you were born, your race, gender, sexual orientation, disability, religion, military or veteran status, medical condition, marital status, genetic information, and ancestry.
 - Examples of ways employers illegally discriminate: failing to hire, declining to train, ending employment, failing to promote, cutting work hours, or cutting pay.
- 7. You are protected from sexual harassment at work and during the hiring process.**
 - Illegal workplace sexual harassment can include unwelcome touching or patting, staring or leering, suggestive comments about someone's body, and an offensive work environment.
- 8. Your boss is required to take steps to keep you safe at work.**
 - You have a right to a safe workplace, including access to protective safety equipment like dishwashing gloves, aprons, and helmets.
- 9. You have some rights if you are injured at work and may be eligible for workers' compensation.**
 - Talk to IFLC or someone you trust about your options if you get hurt on the job.
- 10. Your employer cannot mistreat or punish you for:**
 - Seeking the wages you are owed (including overtime), requesting required meal and rest breaks, requesting sick leave, or finding out what safety equipment your workplace offers.
 - Reporting discrimination and sexual harassment in the workplace.
 - Talking to your coworkers about your job or joining a union.

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What can I do to protect my rights?

- Keep track of your work hours and your meal/break times: write down the date, the start and end time of your work, when you took breaks, and how much you get paid.
- Write down the names of the people who hire you, supervise you, and pay you.
- Keep all paystubs. Write down any promises or conversations you have with your boss about how much money you make.

What if I'm under 18?

- Minor workers have the same rights and protections as adult workers.
- There are special rules that bosses must follow if they hire workers under 18. There are certain times of the day that minors are not allowed to work, and there are limits to how many hours minors can work each day and each week.

What if I'm undocumented?

- Undocumented workers have the same rights to wages and breaks as citizen workers, the same health and safety protections, and the same protections from unlawful discrimination and harassment (with very limited exceptions).
- Undocumented workers without work authorization cannot collect unemployment insurance.
- DACA recipients do not need to tell their employers about their status or explain why their work permit may expire.

*This document is for informational purposes only and not for the purpose of providing legal advice.
 This information is specific to the City of Los Angeles. If you are a RFK student or their family and you have questions about your individual case, please contact the Immigrant Family Legal Clinic for a free and confidential consultation.*

Time Sheet

Week Of: _____

DATE	START TIME	BREAKS?	END TIME	REGULAR HOURS	OVERTIME HOURS	TOTAL HOURS
Date						
Date						
Date						
Date						
Date						
Date						
Date						
WEEKLY TOTALS						