

## How to Improve Your Work Experience

There's always a way to make your work experience better. You might not know how, because you haven't had a job before or haven't worked that long.

Here are a few tips that can automatically make your job better:

- Know your rights as an employee, but also your responsibilities.
- Don't discriminate or harass others.
- Report discrimination or harassment as soon as possible.
- Be sensitive to others, and always act professionally.

## About the Commission

The Metro Human Relations Commission (MHRC) protects and promotes the dignity of all people in Davidson County through a menu of services that help ensure safety, health, security, peace and general welfare.

The Commission provides educational resources and forums, diversity training, Title VI training, and other community engagement programs and services that reduce conflict and increase intergroup dialogue, cultural understanding, and respect for differences.

The MHRC is also charged with intake and resolution of discrimination inquiries and complaints from city and county residents. If you, a friend, or family member has such a concern, please contact the Commission for assistance.

More information about MHRC activities and projects is available via our website ([www.nashville.gov/humanrelations](http://www.nashville.gov/humanrelations)) or at (615) 880-3370. You can also contact us via e-mail at [mhrc@nashville.gov](mailto:mhrc@nashville.gov).

Our offices are located on the 4th floor of the Metro Office Building, located at 800 2nd Avenue South in Nashville. Office hours are from 8:00 AM to 4:30 PM, Monday through Friday. No appointment is necessary for our services, although calling ahead helps ensure prompt attention.

### Connect With Us:



[www.facebook.com/NashMHRC](http://www.facebook.com/NashMHRC)



[www.twitter.com/MetroHRC](http://www.twitter.com/MetroHRC)



[www.youtube.com/MetroHumanRelations](http://www.youtube.com/MetroHumanRelations)



*One City All People*



## Youth Employment: You Have the Right!

A publication of the  
Metro Human Relations Commission  
Nashville-Davidson County



*One City All People*



Finally! You're a teenager, and you're coming to the age when more opportunities are available to you. It's a chance to prove how reliable and talented you really are.



One of those opportunities might be a job. A job is more than a paycheck. It's a huge responsibility. Lots of people will be depending on you. Your customers, co-workers, and supervisors are counting on you, and the actual business itself is trusting you with its future success.

But let's not get confused. You're not the only one with

responsibilities. Your employer has the responsibility of respecting your rights. He or she doesn't make the rules about how they



## It's the Law!

The law is here to protect you. Specific laws have been written to protect teen employees. The laws vary by age—Tennessee child labor law groups 14 and 15 year olds together, and has another set of laws for kids aged 16 and 17.



### For ages 14 and 15:

- Employers can't make you work during school hours.
- They can't make you work between 7 PM and 7 AM.
- They can't make you work more than 18 hours a week during the school year, or more than 40 hours a week during non-school weeks.

### For ages 16-17:

- Employers can't make you work during school hours when you are required to attend classes.
- Unless they have parental or guardian consent, they can't make you work between 10 PM and 6 AM on school nights—Sunday through Thursday nights when school is open the next day.

## You Have the Right!

The best way to know your rights is to know the law and how it affects you.

Some of your major rights include:

- The right to work free of unlawful discrimination
- The right to work free of harassment or intimidation
- The right to complain about job discrimination and harassment without being punished
- The right to ask for workplace accommodations for your religion or disability
- The right to keep your medical information private

If you have questions or need to report a violation, contact:

**The Metro Human Relations Commission**  
(615) 880-3370  
mhrc@nashville.gov

Business hours:  
8:00 AM - 4:30 PM  
Monday – Friday

Visit our website for more information about your rights and responsibilities as youth workers.

[www.nashville.gov/humanrelations](http://www.nashville.gov/humanrelations)