EMPLOYMENT OF MINORS B060

11/01/2006

PURPOSE

To provide guidelines for the employment of minors.

DEFINITIONS

Minor  An individual under the age of eighteen.

POLICY

The University will comply with the applicable child labor laws and the recommendations of the University insurance carriers in the employment of minors. Minimum age for University employment is sixteen years. A minor may not be employed to work on University-related business, unless such employment is processed through the Human Resources Office.

The minimum age is eighteen for positions on marine vessels or any of the 17 Hazardous Occupation Orders issued by the U.S. Department of labor, such as motor vehicle driver or outside helper, operator or assisting in the operation of power-driven hoisting apparatus, etc.

Minors may work no more than more four consecutive hours without a 30 minute, uninterrupted break. For example, if a minor is scheduled to work from 9 a.m. until 4 p.m., a break must be given no later than 1 p.m. The meal break must be uninterrupted. If a minor is called to work during his or her break, the break shall begin again and shall continue uninterrupted for 30 minutes. The employer is not required to pay wages for a break period of more than 20 minutes.

Minors considered for employment must provide proof of age documentation prior to employment. This documentation will be kept as a permanent part of the minor's personnel file.