

University Enterprises, Inc. Policies and Procedures		Policy No. 050
Section:	Human Resources	
Policy:	Employment of Minors	
Revised Date:	December 11, 1998	

Employment of Minors

I. PURPOSE

To comply with applicable state and federal laws regarding the employment of minors.

II. SCOPE

This policy applies to all employees of University Enterprises, Inc. (UEI) under 18 years of age and who have not completed high school.

III. POLICY

A. All potential employees under the age of 18 who have not completed high school are required to provide proof of age and a valid work permit prior to employment, and shall be paid at least minimum wage for all hours worked. The valid work permit must be presented to Human Resources prior to the employee starting to work.

Employees under the age of 18 are not permitted to engage in any hazardous work or in any work requiring the driving or operation of a vehicle.

B. Typically, University UEI does not employ minors under the age of 16, but may do so for special programs. If this occurs, the supervisor should notify Human Resources prior to the employee starting to work. The supervisor is responsible for ensuring that all work hours and conditions applicable to employing the minor are met during their employment.

IV. RESPONSIBILITIES

A. Human Resources should check the required proof of age and work permit prior to making an employment offer.

B. Human Resources should confirm that all necessary documents are available before completing the hiring process.

V. RELATED POLICIES

Policy No. 215 Salary Program Administration - Regular Employees

Policy No. 220 Wage Administration for Students in Sponsored Programs Administration

Policy No. 225 Wage Administration for Central Staff Students

Policy No. 405 Hours of Work and Pay Days