

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 4	General Personnel Policies	Effective:	November 2000
Section 4.3	Recruitment, Selection and Appointment	Revised:	December 2004
Policy 4.3.4	Minors	Responsibility:	Vice President for Human Resources

MINORS

Policy

Minors who are not students may be employed in any occupation at the Health Science Center for which they are qualified and which is considered to be non-hazardous. The Child Labor provisions of the *Fair Labor Standards Act of 1938* (FLSA), as amended apply to the Health Science Center. These provisions pertain to and govern the employment of minors and are strictly followed when considering minors for employment. Willful violations of the Child Labor Provisions of the FLSA are punishable by fines up to \$10,000 and/or imprisonment. Only minors who are 16 or 17 years old are eligible for employment by the Health Science Center.

Applicability

This policy applies to all minors who are not students who are considered for employment at the Health Science Center. A minor is any individual who has not attained the age of 18 years.

Working Hours and Conditions

Minors who are 16 or 17 may be employed during school hours for any number of hours and during any period of time, except in occupations which have been declared hazardous by the Secretary of Labor (e.g., ionizing, radiation, known carcinogens, infectious organisms, and zoonotic diseases). If any question arises concerning the level of hazard of any position to which a minor is to be appointed, the Environmental Health and Safety Office is responsible for determining the suitability of the position.

Federal Certificate of Age

Minors should bring an official copy of their birth certificate to new employee orientation. Human Resources will assist each minor in completing an Application for Federal Certificate of Age. Once completed, Human Resources forwards this certification to the United States Department of Labor. All employment of minors will be considered to be tentative until an approval of the certification is received by Human Resources.
