

CITATION REFERENCE

Official Title: Employment of Minors Policy

Abbreviated Title: Minors Policy

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Responsible Office: Human Resources Department

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Revised:

Employment of Minors Policy

Policy Statement

The employment of all persons under the age of eighteen (18) years shall be in compliance with the regulations of the United States Department of Labor and with applicable State laws.

Reason for Policy

This policy ensures that the College complies with all employment-related age restrictions.

Entities Affected By This Policy

All employees and potential employees at the College are covered by this policy.

Who Should Read This Policy

All Human Resource personnel, hiring managers and employees at the College should be familiar with this policy.

Contacts

Contact	Phone	E-Mail
Director of Human Resources	(912) 279-5740	hr@ccga.edu

Website Address for This Policy

<http://www.ccgga.edu/Policy/StudentAffairsPolicies.asp>

Related Documents/Resources

- BOR Policy Manual - [Employment of Minors](#)

- Human Resources Administrative Manual - [Employment of Minors](#)
- <http://www.youthrules.dol.gov/>
- http://www.dol.gov/dol/allcfr/ESA/Title_29/Part_570/29CFR570.2.htm
- <http://www.dol.gov/elaws/esa/flsa/docs/haznonag.asp>
- http://www.dol.state.ga.us/em/child_labor.htm
- <http://www.dol.gov/elaws>
- http://www.dol.state.ga.us/em/fag_em.htm

Definitions

None

Overview

The employment at the College of Coastal Georgia of all persons under the age of eighteen (18) years shall be in compliance with the regulations of the United States Department of Labor. Employees under the age of eighteen (18) must also provide a Work Permit to the College prior to beginning work. Special attention should be given to the prohibition of the employment of persons under the age of eighteen (18) in hazardous occupations.

I. Minimum Age - Generally

Generally, the minimum age for hire into a regular position at the College is eighteen (18) years of age.

II. Exceptions for Temporary Positions

The College may allow departments to hire persons age sixteen (16) and seventeen (17) into temporary positions during recognized school breaks under the following conditions. Any department considering hiring an individual under the age of eighteen (18) must coordinate this through the Human Resources Office.

- a. Compliance with Law. Such employment must be in accordance with applicable Federal and State laws.

- b. Limited to Non-Hazardous Positions. Employment is generally limited to standard office or standard classroom type settings, excluding laboratories. Such employment is generally, although not always, limited to jobs that are considered to be non-hazardous as defined in federal and state law. At no time will any minor employed by the College engage in any of the following non-exhaustive list of activities:
- Manufacturing or storing or explosives;
 - Driving a motor vehicle and/or being an outside helper on a motor vehicle;
 - Operation of power-driven woodworking machines;
 - Exposure to any radioactive substances;
 - Operation of power-driving hoisting apparatus;
 - Operation of power-driven metal-forming, punching, and shearing machines;
 - Operation of power-driven circular saws, band saws, and guillotine shears;
 - Roofing operations;
 - Wrecking and demolition operations;
 - Excavation operations;
 - Construction (including building trades);
 - Spray painting; or
 - Operation of weed eater or floor machines and window cleaning above the second floor.
- c. Work Permit. The employee must present a valid work permit as issued by the appropriate School or County School Superintendent.

- d. Criminal Background Check. The employee will be subject to a valid criminal background check in accordance with standard practice for temporary employees. Student assistants and College work study participants are exempt from background checks.
- e. Other Documentation. The employee must complete all other documentation normally required for employment at the institution.

To appoint a temporary employee age sixteen (16) or seventeen (17), the hiring department must complete the appropriate hiring approval forms and must have secured prior approval for the appointment if the job will include work outside of a normal office setting.

III. **Employment of Minors in Laboratories or Other Hazardous Areas**

Each institution that has laboratories or other hazardous areas where a person under the age of eighteen (18) may be assigned to work must have a process for authorizing the work in that location by an appropriate person with responsibility for Environmental Health and Safety.

If the minor (16 or 17 years of age) is to be employed in a laboratory setting or other hazardous area, the hiring manager must:

- a. Application. First, the hiring manager must contact the applicable office responsible for Environmental Health and Safety and complete an "Application for Authorization of a Minor (16 or 17 years of age) to Work or Volunteer in a Laboratory or other Hazardous Area." This authorization must occur prior to the start date.
- b. Parent or Guardian Consent. The parent/legal guardian of the minor must also complete the "Consent for Minor's Presence in Laboratory" and return it to the office responsible for Environmental Health and Safety prior to the minor beginning work.
- c. Notice to Human Resources. The office responsible for Environmental Health and Safety will notify Human Resources when a minor has been approved to work in a laboratory or other hazardous area and will provide copies of the executed documents referenced above to Human Resources.

A hiring manager who fails to attend to these requirements prior to the minor beginning work may be subject to disciplinary action.

Responsibilities

The responsibilities each party has in connection with the policy on employment of minors are:

Party	Responsibility
Human Resources Department	Ensure compliance with this policy.

Forms

None

Appendices

None