

SUBJECT

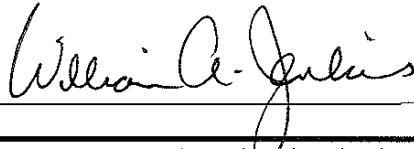
EMPLOYMENT OF MINORS

MEMO NO. 9-1

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DATE 5/01/2001

APPROVED



, Vice President for Business & Finance

This supersedes Memo No. 9-1, dated 12/15/87

## **1. Policy**

It is the policy of the Institute to comply with State, Federal and local laws and regulations, governing the employment of minors.

## **2. General**

- a. Minors, as referred herein, are those under the age of 18 years who are required to attend school.
- b. Under the provisions of state and federal laws and regulations, minors may not be employed in "hazardous occupations". The following are examples of those prohibited occupations:
  - (a) Jobs near explosives or hazardous chemicals.
  - (b) Driving motor vehicles.
  - (c) Operation of power-driven wood or metalworking machines.
  - (d) Jobs with exposure to radioactive materials.
  - (e) Power-driven hoisting apparatus occupations, including operation of or assisting in the operation of cranes, derricks, hoists or high-lift trucks.
  - (f) Occupations involved as operator or helper in the operation of power-driven circular saws, band saws and guillotine shears, including the setting up, adjusting, repairing, oiling or cleaning.
  - (g) Occupations in roofing operations.
  - (h) Occupations in excavation operations.
- c. Minors who volunteer at Caltech are subject to the same restrictions as minors who are employed.

### 3. PROCEDURES

#### a. Work Permit

- (1) Under no condition will a minor be allowed to start work before the receipt of a properly signed work permit. Whenever a minor is offered a part-time job (or a full-time job during vacation periods), it is the supervisor's responsibility to verify that either
  - the minor has a work permit;
  - can show proof that he or she has attained the age of 18 years;
  - or if the minor is 16 and 17 years of age, either has graduated from high school
  - or has been awarded a certificate of proficiency.
- (2) Permits must be applied for by the minor and are obtainable from his or her school authorities.
- (3) In some instances, the supervisor may be asked to complete a form describing conditions and requirements of the job.
- (4) The work permit must accompany the Personnel Requisition, which initiates the hiring processes.
- (5) Work permits will be maintained in the Human Resources Department and must be kept for the duration of the minor's employment.
- (6) Most work permits are issued for a limited period. If employment terminates before the permit's expiration date, the permit will be returned to the minor. (The supervisor should remind the terminating employee to pick up the permit at the Human Resources Department.)

#### b. Hours of Work

- (1) Minors age **14 and 15** who have completed the 7<sup>th</sup> grade are permitted to work outside of school hours for no more than three hours in any day in which the minor is required by law to attend school, for up to eight hours on any nonschool day, or for no more than 40 hours in a week in which school is **not** in session. In addition, such minors may not be employed before 7:00 a.m. or after 7:00 p.m.
- (2) Minors age **16 and 17** are permitted to work outside of school hours for no more than four hours in any day in which the minor is required by law to attend school, for more than eight hours on any non-school day or any day that precedes a non-school day, or for no more than 48 hours in a week. In

addition, such minors may not be employed before 5:00 a.m. or 10:00 p.m., except they may work during an evening preceding a nonschool day until 12:30 a.m.

- (3) Minors 16 and 17 years of age who have graduated from high school or awarded a certificate of proficiency may be employed for the same hours as adults provided they are paid overtime on the same basis as adults.

- (4) Medical Permits

Employees, under the age of 18 years, must secure Medical Permits for emergency treatment properly signed by a parent or legal guardian. Forms are available in the Human Resources Department.

#### **4. EXCEPTIONS**

Exceptions to this policy require the approval of the Vice President for Business and Finance or designee.