



Lehigh University Human Resources Policy

Policy Number:	204
Effective Date:	2/1/1990
Revisions:	12/1/2006
Applicability:	All Employees

EMPLOYMENT OF MINORS POLICY

Purpose:

Policy on hiring minors at Lehigh University

Policy:

Employees under 18 years of age are prohibited by law from performing certain types of work such as operating machines or any other activities which might expose them to conditions defined by the regulations as hazardous to minors. The exception is a 17-year-old who has either graduated from high school or been legally dropped from the school rolls.

Additional limitations apply to employment of persons under the age of 16. In no case may minors under the age of 14 be employed at the University.

To insure compliance with the laws for the appointment of minors, the following guidelines must be followed:

- The hiring supervisor must require minors, age 17 and younger, to have an *Employment Certificate* or a *Transferable Work Permit* prior to commencement of employment. *Employment Certificates* are issued by the district superintendent, supervising principal or by secretary of the school board to the minor. The exception is a 17-year-old who has either graduated from high school or been legally dropped from the school rolls.
- The hiring supervisor will ensure minor employees work hours are in accordance with the maximum hours permissible by law as established by Section 4 and 12 of the Child Labor Law. A summary of the permissible work hours is located on the reverse side of the *Employment Certificate/Transferable Work Permit*.
- Within five days of the commencement of employment, the supervisor must provide in writing to the school district issuing the permit: permit number, name and age of minor employee, number of hours per day and week the employee will work, and the character of employment.
- The hiring supervisor sends a copy of the minor's *Certificate of Transferable Work Permit* to the Payroll Department upon appointment or reappointment. Upon termination of employment, the supervisor must notify in writing, within five days, the issuing school district of termination.

Employment Certificates must be returned to the issuing officer within five days of termination of employment.

- In order to comply with the *Immigration Reform and Control Act of 1986*, an *I-9 Form* must be completed and forwarded to Payroll upon the appointment of a minor. There is an expanded list of employment authorization documents approved by the **Immigration and Naturalization Services** available from Payroll.

If there are any questions, contact Payroll (extension 83150) or Human Resources (extension 83900).

Keywords: Minor, Under Age, Hazardous Work