



## Guidelines for the Employment of Minors

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### Introduction

Harvey Mudd College may employ minors who are age 16 or 17 providing that employment conditions regarding work permits, job assignments, work hours, and supervision are met. Minors under the age of 16 may not be employed.

Minors are subject to the same College requirements and forms completion as any other new hire, which includes completion of the I-9 Form, tax withholding forms, and other required documents. Employed minors are covered by College employment policies such as those pertaining to work hours, overtime, meal periods and rest breaks.

### Definition of Minor

Under the California Labor Code, a "minor" is defined as any person under the age of 18 years who is required to attend school under the provisions of the Education Code; it also includes all minors under age six. The California Labor Code entirely excludes any high school graduate under the age of 18. Minors may not work in any environment the Labor Commissioner might consider detrimental to health, welfare, morals or continuance of education.

### Verification of Age

The College reserves the right to require a minor to submit verification of age.

### Work Permits

Hiring departments are responsible for notifying the Human Resources Office when there is a decision to hire a minor. Human Resources staff will work with the department and minor to ensure that a valid and current work permit is on file prior to the minor's first day of employment. The minor is responsible for obtaining all required documentation for a work permit. The following conditions apply:

- All minors under 18 years of age who are employed in the state of California must have a work permit prior to the first day of employment.
- A work permit is required and must be on file in the Human Resources Office even when school is not in session.
- The superintendent or designee of the minor's school district has the authority for issuing work permits and may not waive any established minimum standards applicable to the employment of minors.
- A work permit issued in one school year expires five days after the next succeeding school year begins and must be renewed.

## Job Assignments

A minor may not be assigned tasks that are considered hazardous by federal and state child labor laws such as those that involve:

- Manufacturing or storing explosives or articles containing explosive components
- Operating a motor vehicle (includes forklifts, cars, vans, and electric or gas carts)
- Operating circular saws and band saws
- Operating power-driven metal forming, punching and shearing machines and woodworking machines
- Operating elevators and other power-driven hoisting apparatus
- Operating packing, processing, or rendering equipment
- Operating hazardous power-driven paper products machines
- Operating power-driving bakery machines
- Exposure to radioactive substances and to ionizing radiations
- Excavation or demolition
- Working in roofing operations

## Work Hours

The following chart summarizes maximum permissible hours of work for minors age 16 and 17.

<b>School in Session</b> (must have completed 7 <sup>th</sup> grade)	<ul style="list-style-type: none"><li>• 4 hours per day on any school day</li><li>• 8 hours on any non-school day or on any day preceding a non-school day</li><li>• 48 hours per week</li></ul>
<b>School Not in Session</b>	<ul style="list-style-type: none"><li>• 8 hours per day</li><li>• 48 hours per week</li></ul>
<b>Spread of Hours During Which a Minor May Work</b>	<ul style="list-style-type: none"><li>• 5:00 a.m. to 10:00 p.m.</li><li>• 5:00 a.m. to 12:30 a.m. on any evening preceding a non-school day</li></ul>

## Wages

Please contact the Human Resources Office for guidance on setting wage rates for minors.

## Supervision

A minor may not be employed in a department or office in which a relative participates in making recommendations or decisions regarding the individual's appointment, evaluation, work assignment, promotion, transfer, retention/dismissal or salary. (See HMC's Employment of Relatives Policy.)

*Please contact the Human Resources Office for assistance and additional information.*