

Subject: **Employment of Minors**

Applies to: All Persons Under 18 Years of Age

I. **Policy:** Employment of persons age 16 to 18 is governed by New York State and Federal Child Labor Law. University policy prohibits hiring anyone less than 16 years of age.

II. **Procedures:**

A. In accordance with New York State and Federal Child Labor Law, the University is required to:

1. Have a work permit (NYS employment certificate) on file for each person under 18 years of age.
2. Restrict work schedules to:

a. **When school is in session:**

No more than 4 hours per day on days preceding school days (Mon, Tues, Wed, Thu), and no more than 8 hours on a Friday, Saturday, Sunday or Holidays. Total hours worked during a week school is in session may not exceed 28.

Also, no work before 6:00 a.m. or after 10:00 p.m. when school is in session except where written parental permission and educational authorities' consent (a certificate of satisfactory academic standing from the minor's school) is obtained (in which case the University may schedule a minor to work until midnight when school is in session).

b. **When school is not in session or on vacation (i.e., *school must be closed for the entire week*):**

No more than 8 hours per day and no more than 6 days per week. Total hours worked during a week that school is not in session may not exceed 48 hours.

3. Not employ persons under 18 years of age in certain occupations including those involving the use of dangerous chemicals, machines, and/or procedures, to include the cleaning, oiling, and wiping of machinery. Specifically, minors are not permitted to perform certain tasks expected of Building Service Workers; they are prohibited from working as Drivers or as a Helper on a motor vehicle; they are prohibited from operating, setting up, adjusting, or repairing a Meat Slicer.
4. Post a minor's work [schedule](#) conspicuously in accordance with NY State law. The minor must follow this schedule and cannot work days or hours that are not listed on this schedule. Departments should also post the NY State [Permitted Work Hours Poster](#) next to the minor's schedule so all who supervise the employee and the minor employee him/herself have access to the rules governing work hours for minors.

- B. UR students who are employed by the University and who are paid on the student payroll do not need work permits and are not restricted to hours. However, they are subject to II, A, 3.
- C. The work permit issued to the minor by the local Board of Education or the high school must be submitted to The Employment Center no later than at the time of hire.
- D. Review of applications for employment from minors and positions for which minors will be considered will be the responsibility of Human Resources.
- E. A complete copy of the laws governing the employment of minors in New York State is available at The Employment Center or on line at the [New York State Department of Labor](#) website.