

LAKE SUPERIOR STATE UNIVERSITY PROCEDURES MANUAL

Administrative Policy

Section: Employee/Labor Relations

Section Number: 4.8.6

Subject: Staffing: Employment of Minors

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Date of Present Issue:
07/3/2023

Date of Previous Issues:
07/71, 06/79, 11/81

POLICY:

Every minor must have a working permit to be employed for any reason by the University. Employment of minors in Michigan is governed by the Youth Employment Standards Act, Act 90, and Public Acts of 1978.

- A. Age Standards: A "minor" is defined as a person under 18 years of age.
 - 1. Work permits are divided into two categories:
 - a. 14-15 age group
 - b. 16-17 age group
 - 2. High school graduates at age 17 are not required to have a work permit.
 - 3. A work permit for routine, non-hazardous employment, once obtained, does not need to be renewed annually.
- B. Minors may only be employed in routine, non-hazardous jobs. A list of approved jobs is available in the Employee Relations Office. Minors may only be allowed to work hours approved by the Michigan Department of Labor.
- C. Those employers who wish to receive approval for minors to work hours other than those provided by the law, or in occupations declared to be hazardous by the Department, must apply to the Wage and Hour Division, Department of Labor, for a special approval.

<u>Who</u>	<u>Does What</u>
Minor Seeking Employment	Applies for approval by completing a "Request for Working Permit" application form CA-6D, available at the high school the minor is currently enrolled in and provides proof of age documentation (i.e Birth Certificate)
Local High Schools	Completes and certifies " Approved Work Permit" for minor to begin work.
Minor Seeking Employment	Presents "Approved Work Permit" to the Human Resources Office, Social Security card, Drivers License or other identification card and signs required pre-employment paperwork.
Human Resources Office	Approves Payroll Authorization from hiring department for minor; files Work Permit with other employment paperwork in personnel file of minor.

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D.

1. High school graduates are not required to secure a work permit. (Graduation requirement must be verified by a school certification if the individual is under 18 years of age.)
2. Minors work schedules must meet the following conditions:
 - a. Minors cannot work more than an average of 8 hours a day, nor more than 6 days a week within a given week (Sunday-Saturday).
 - b. Minors cannot work more than 10 hours in a day.
 - c. Minors cannot work and attend school for more than 48 hours in one week.
 - d. Minors cannot be employed for more than 5 hours continuously without an interval of at least 30 minutes for a rest period.
3. Minors must work within the following hours:
 1. 14-15 year olds may work between 7:00 a.m. and 9:00 p.m.
 2. 16-17 year olds may work between 6:00 a.m. and 10:30 p.m.
 3. 16-17 year olds may work until 11:30 p.m. when not regularly enrolled in school or during school vacation periods.

E. Lifting restrictions

1. Minors in the 14-15 age group may not lift over 35 pounds.
2. Minors in the 16-17 age group have no lifting restrictions.

F. The employing department and minor must complete the applicable sections of the Work Permit form, which can be obtained from the student's high school.

G. The minor will deliver the Work Permit form to the attending high school with acceptable evidence to confirm the age of the minor.

1. Work permit will then be issued, and must be returned to the employing department.
2. The employing department must provide any employed minor with a 30 (thirty) minute break for a meal or rest following not more than 5 (five) continuous hours of work. A break of less than 30 (thirty) minutes must be documented in writing by the department. In addition, timekeeping records must include the starting and ending time of each workday.

H. Michigan Department of Labor posters on this subject must be posted in areas where minors work. Posters can be found in the breakrooms of all campus departments.