



THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION: Human Resources

Number: 201.20

SUBJECT: Employment of Minors

Revised: 12/30/04

Date Issued:

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Attachment(s) 2

APPLIES TO: All Employees

ISSUED BY: Human Resources and Affirmative Action

I. Policy

Every individual under the age of 18, whether in employee or volunteer status, who has not graduated from high school is considered a minor and must have a working permit on or before the first day of work in order to perform work at the University. Fourteen years of age is the minimum age for legal employment.

II. Regulations

A. Age standards

1. Work permits are divided into two categories:
 - a) 14-15 age group
 - b) 16-17 age group
2. 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.)
3. Minors may work the following:
 - a) not more than a weekly average of 8 hours a day, 6 days a week
 - b) not more than 10 hours in a day
 - c) school and work combined cannot exceed 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
4. Minors must work within the following hours:
 - a) 14-15 year olds may work between 7:00 a.m. and 9:00 p.m.
 - b) 16-17 year olds may work between 6:00 a.m. and 10:30 p.m.
 - c) 16-17 year olds may work until 11:30 p.m. when not regularly



THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

enrolled in school and during school vacation period

5. Lifting restrictions
 - a) 14-15 age group not over 35 pounds
 - b) 16-17 age group no restrictions

- B. Minors may only be employed in those jobs for which approval has been received from the State Department of Labor. Lists of approved jobs is attached. (Attachment #1)

- C. Employing department and minor must complete Application for a Work Permit and Occupational Approval form, which can be obtained from the student's high school. (Attachment #2)

- D. Minor will deliver the Application for a Work Permit and Occupational Approval form to his attending high school with proof of birth date.

- E. Work permit will then be issued, and must be returned to the appropriate Employment Services Office.

- F. The employing department must provide any employed minor with a 30 (thirty) minute break for a meal and 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.

- G. Immediately after termination of the minor's employment, the Employment Services Office must return the Work Permit to the issuing Officer.

- H. Michigan Department of Labor posters on this subject must be posted in areas where minors work.



THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

201.20
Attachment 1
7/1/96

JOBS AND TITLES FOR 14-15 YEAR OLD MALES AND FEMALES AT THE UNIVERSITY OF MICHIGAN

OFFICE TYPE WORK	Mail clerk (sorts & delivers mail) no driving Office work (clerical) Occupational therapy aide Desk Clerks (typing and filing) Filing Operating blueprint machine Trimming blueprints Making negatives and positives Errands, on foot or public transportation only Typist-Clerk Switchboard Operator Reception work Calculator work Operating posting machine Adding machine work Stock inventory and storage Observer Messenger - on foot or public transportation only
LABORATORY ATTENDANT TYPE WORK	Lab attendant (hand wash glassware, runs errands, index and catalogue specimens) Drafting, detailing Programmer for computer Computing machine operator
CAFETERIA TYPE WORK	Bussing and counter work in cafeteria Waiting tables Waiters and Waitresses Busboy Checkroom Attendant Serving food Hand washing & drying dishes and silver
CUSTODIAN TYPE WORK	Linen attendant (sorts & delivers linen) no driving Delivers supplies - no driving Errands on foot Janitor work Weeding lawn and garden Laying sod - seeding lawns Pruning shrubbery Watering lawns and shrubbery Loading and unloading trucks



THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

Museum attendant
Car washer - protective clothing to be furnished
Oiler

JOBS AND TITLES FOR 16-17 YEAR OLD MALES AND FEMALES AT THE UNIVERSITY OF MICHIGAN

OFFICE TYPE WORK

Operate office duplicating machines
Mail clerk (sorts & delivers mail) no driving
Office work (clerical)
Occupational therapy aide
Desk Clerks (typing and filing)
Filing
Operating blueprint machine
Trimming blueprints
Making negatives and positives
Errands, on foot or public transportation only
Typist-Clerk
Switchboard Operator
Reception work
Calculator work
Operating posting machine
Adding machine work
Stock inventory and storage
Observer
Messenger - on foot or public transportation only
Replacing books on shelves in library
Reading measuring instruments, making mathematical computations
& plotting charts

LABORATORY ATTENDANT TYPE WORK

Lab attendant (hand wash glassware, runs
errands, index and catalogue specimens)
Drafting, detailing
Programmer for computer
Computing machine operator
Making light weight samples weighing about two or three pounds

CAFETERIA TYPE WORK

Food Service Worker
Bussing and counter work in cafeteria
Waiting tables
Waiters and Waitresses
Busboy
Checkroom Attendant
Serving food
Hand washing & drying dishes and silver
Bellboys
Grill work - short order cooking only

CUSTODIAN TYPE WORK

Linen attendant (sorts & delivers linen) no driving



THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

Stockman (delivers supplies - no driving)
Errands on foot
Janitor work
Weeding lawn and garden
Laying sod - seeding lawns
Pruning shrubbery
Watering lawns and shrubbery
Loading and unloading trucks
Museum attendant
Car washer - protective clothing to be furnished
Oiler
Mixing soap
Waxing & sweeping floors
Washing woodwork for floor level
Hand cutting of padding
Weighing of soiled linen
Shoveling snow
Cleaning garages
Cleaning out ashes
Raking leaves
Hand mowing lawns (prohibited from using power equipment)
Rolling & marking tennis courts
Washing walls - floor level
Grading lawns by hand

RECREATION

Caddies

VOLUNTEER WORK

Reads, otherwise assists patients