

# Standard Practice Guide Policies

## Employment of Minors

201.20

**Applies to:** All employees

### I. Policy

Every individual under the age of 18, except for those in a 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 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. The list 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.

D. The 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 employing department.

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 employing department 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.

### File Attachments

Printable PDF of SPG 201.20, Employment of Minors

(<http://www.spg.umich.edu/sites/default/files/policies/201x20.pdf>)

SPG 201.20 Attachment 1 -- Jobs and Titles for 14-17 Year Old Males and Females at the University of Michigan

(<http://www.spg.umich.edu/sites/default/files/policies/201x20%20Attachment%20A.pdf>)

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