

Policy Name:	Employment of Minors	Effective Date: 11/9/2022
Policy #	3.1.13	
Functional Area	Employee Relations	Revised Date(s)
Policy Statement	<p>This policy applies to employees and volunteers under the age of 18 and the supervisors responsible for managing such employees or volunteers. Eastern Michigan University does not generally hire minors who are individuals under the age of eighteen (18). There are, however, limited exceptions, including, but not limited to:</p> <ul style="list-style-type: none"> • Individuals enrolled in Eastern Michigan University programs and employed as student workers through the University Advising and Career Development Center (UACDC). • Individuals participating in Eastern Michigan University community facing or educational programs where the utilization of minors as employees is uniquely appropriate given the nature of the program(s). Before a minor is employed in these circumstances, the hiring manager must receive pre-approval from the Office of Human Resources (Director of Labor Relations and HRBP Services or Chief Human Resources Officer). <p>Work Permits</p> <p>As it relates to minors who are required to have valid work permits under this Policy, it is the responsibility of the minor, who is offered employment by the University, to produce a valid, and fully authorized work permit on or before their first day of employment. There are no exceptions. Minors covered under this policy may not work without a valid and fully authorized work permit. It is the responsibility of the hiring authority to ensure that a work permit is fully completed, and on file with University Human Resources or UACDC as appropriate before any work assignment begins.</p> <p>Work permits may be obtained from the State of Michigan School Issuing Officer (the chief administrator of a school district, intermediate school district, etc.) of the school the minor attends or the school district where the minor will be employed. <i>The work permit must be specific in authorizing the minor to be employed by Eastern Michigan University.</i></p> <p>Any hiring authority who employs a minor without a fully completed work permit, where such work permit is required, will be subject to disciplinary action up to and including separation for cause.</p>	

	<p>Individuals employing minors under this policy, or who are working with volunteers who are minors must comply with all aspects of the Minors on Campus Policy and Administrative Procedure at all times.</p>
Definitions	<p>Minor: Any person under the age of 18 years old.</p> <p>Exceptions: Individuals aged 16-17 who have <i>completed the requirements of high school graduation</i> are exempt from this Policy. Seventeen year olds who have passed the GED test or who submit proof of full emancipation are also exempt from this Policy. Finally, minors who are employed under a work study contract between an employer and a “<i>school district that provides supervision</i>” are exempt from this Policy.</p>
Additional Requirements	<p>In the event that the hiring of a minor is authorized under this Policy, the following shall apply consistent with Michigan law:</p> <ul style="list-style-type: none">● Minors may not perform any work duties on behalf of the University during the minor’s normal school hours when their secondary, vocational, or other similar school is in session regardless of the circumstances.● Minors who are 14 or 15 years old may not reach a combined school and work hour total greater than 48 hours in a single work week. For example, if the minor’s regular school hours are 7am-3pm or 8 hours per day in a single week (40 hours total), they may not work for the University in excess of 8 hours in a given week such that their total hours of school and work combined will not exceed 48.● Minors who are 14 or 15 years old may not work before 7AM or after 9PM under any circumstances.● Minors who are 16 or 17 years old may not work before 6AM or after 1030 PM while school is in session, but may work until 1130PM on Fridays/Saturdays or when school is not in session.● Minors who are 16 or 17 years old may not work more than 24 hours per week while school is in session and 48 hours per week when school is not in session.● Minors may not work more than 6 days in a work week under any circumstances.● Minors may not work more than 10 hours in a single work day. The average hours worked in a given work week may not exceed 8 hours per day.● Minors must be given at least a 30 minute uninterrupted break before they hit 5 consecutive work hours. This break must be documented on the employee's timesheet.● Minors must be supervised by a University employee aged 18 or over.

	<i>It is the responsibility of the minor employee's supervisor to ensure compliance with these requirements. Failure to do so will result in the imposition of appropriate disciplinary action.</i>
Responsibility	University Human Resources is responsible for maintaining and updating this Policy. Hiring authorities and supervisors are responsible for ensuring compliance with the requirements of this Policy.
Resources	Minors on Campus Policy Minors on Campus Administrative Procedure Employing Minors in Michigan Brochure