

EMPLOYMENT OF MINOR APPROVAL REQUEST CHECKLIST

The checklist supports the employment of minor policy for under the age of 18 working as employees or volunteers.

Minor Name: _____ Email: _____ Phone: _____

Minor Address: _____

Department/Division: _____

Requestor/Supervisor: _____

Division Head Name: _____ Approver Signature: _____

State Nature of Services:

1. Is there an approved work permit? ☐ Yes or ☐ No
2. Has a Pre-Authorization and EC Contract been submitted with approved signature? ☐ Yes or ☐ No
3. Does the minor have an I-9 on file? ☐ Yes or ☐ No
If No, contact Human Resources for an I-9 appointment. (A Paper I-9 is needed if under 18; cannot use Equifax)
4. Is the minor an EMU student? ☐ Yes or ☐ No
If Yes, STOP-student, should be processed by UACDC.

Hours of work:

5. Are the work hours outside of regular school hours of their secondary, vocational, or other similar school? ☐ Yes or ☐ No
6. Is the Minor 14 or 15 years old? ☐ Yes or ☐ No
If yes or no
 - a. Total hours for both work and school cannot exceed 48 hours.
 - b. Work hours cannot be before 7am or after 9pm
7. Is the minor 16 or 17? ☐ Yes or ☐ No
If yes or no
 - a. Work hours cannot be before 6am or after 10:30am while school is in session.
Can work until 11:30pm on Fridays/Saturdays or when school is not in session.
 - b. Work cannot exceed 24 hours a week while school is in session or 48 hours a week while school is not in session.
8. Are the work hours less than 10 hours a day or 6 days in a week? ☐ Yes or ☐ No
9. Will a 30-minute uninterrupted break be provided? ☐ Yes or ☐ No

Comments:

UNIVERSITY HR USE ONLY:

Qualifies for Employment of Minor ☐ Yes or ☐ No

Human Resources Approval: _____ Date: _____

For questions regarding the form, please contact the Division HRBP