



AGE CRITERIA POLICY

Area: University Employment

Subject: Age Criteria

Applies To: Campus employees

Sources: BOR Policy Manual regarding Age Criteria Policy

Responsible Party: Associate Vice President for Human Resources

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Purpose

This policy ensures compliance with employment related age restrictions within the University System of Georgia.

Policy

The employment of all persons under the age of eighteen (18) years shall be in compliance with the regulations of the U. S. Department of Labor and with applicable State law the employment of all persons under the age of eighteen (18) years shall be in compliance with the regulations of the U.S. Department of Labor. Employees under the age of eighteen (18) must also provide a Work Permit to the employing institution. Special attention should be given to the prohibition of the employment of persons under the age of eighteen (18) in hazardous occupations.

Procedure

Generally, the minimum age for hire into a regular position an institution within the USG is eighteen (18) years of age. Each institution may allow departments to hire persons age sixteen (16) and seventeen (17) into temporary positions during recognized school breaks under the following conditions. Any department considering hiring an individual under the age of eighteen (18) must coordinate this through the Human Resources Office.

- Such employment must be in accordance with applicable federal and state laws.

- Employment is generally limited to standard office or standard classroom type settings, excluding laboratories. Such employment is generally limited to jobs that are considered to be non-hazardous as defined in federal and state law.
- Employment that is not going to be limited to an office or classroom type setting (i.e. labs, or any environment that could be considered hazardous) is permitted only when the hiring manager has coordinated with the applicable office responsible for Environmental Health and Safety and has agreed to abide by the requirement that the direct supervisor will have constant line-of-sight supervision of the minor at all times while in the laboratory (see below for specifics on compliance with this provision). Please note, however, that a minor cannot be employed in any setting involving exposure to radioactive substances or explosive materials.
- The employee must present a valid work permit as issued by the appropriate School or County School Superintendent.
- The employee will be subject to a criminal background check in accordance with standard practice for temporary employees.
- The employee must complete all other documentation normally required for employment at the institution.

To appoint a temporary employee age sixteen (16) or seventeen (17), the hiring department must complete the appropriate hiring approval forms and must have secured prior approval for the appointment if the job will include work outside of a normal office setting.

Employment of Minors in a Laboratory or Other Hazardous Area

Any University System of Georgia institution that has laboratories or other hazardous areas where a person under the age of eighteen (18) may be assigned to work must have a process for authorizing the work in that location by an appropriate person with responsibility for Environmental Health and Safety. If the minor (16 or 17 years of age) is to be employed in a laboratory setting or other hazardous area, the hiring manager must contact the applicable office responsible for Environmental Health and Safety and complete an "Application for Authorization of a Minor (16 or 17 years of age) to Work or Volunteer in a Laboratory or other Hazardous Area." This authorization must occur prior to the start date. The parent/legal guardian of the minor must also obtain, complete and return the

“Consent for Minor’s Presence in Laboratory” to the office responsible for Environmental Health and Safety prior to the minor beginning work. The office responsible for Environmental Health and Safety will notify Human Resources when a minor has been approved to work in a laboratory or other hazardous area and will provide copies of the executed documents referenced above to Human Resources. A hiring manager who fails to attend to these requirements prior to the minor beginning work may be subject to disciplinary action.