

## PG REVIEW COVER SHEET

*It is the originator's responsibility to provide a printed or electronic copy of this cover sheet and policy draft(s) to the Office of Human Resources (Howell McDowell 301). For questions about the review process, please contact the following: Caroline Atkins or Rosslyn Davis.*

**Document tracking:** Office of Human Resources, [humanresources@moreheadstate.edu](mailto:humanresources@moreheadstate.edu), 3-2097

ORIGINATOR INFORMATION	
Today's Date:	March 14, 2023
Contact Person:	Caroline Atkins/Rosslyn Davis
Contact Information (email, phone):	3-2097, <a href="mailto:humanresources@moreheadstate.edu">humanresources@moreheadstate.edu</a>
PG Title/Number:	PG-15 Employment of Minors
Rationale for Review:	Update on time parameters according to current Federal Law.

*E.g., Is the proposed policy new or a revision?; What is prompting new/revised policy?*

### PG REVIEW ROUTING

*Reviewers, please see attached policy for your review and signature below.*

Representation <i>(if applicable)</i>	Review Comments/Recommendations	Signature/Date
Office of Human Resources	<i>Approved. Caroline Atkins</i>	<i>3/17/2023</i>
Faculty Senate		
SGA		
General Counsel		
Vice President's Review/Discussion		
President		

*BUTTS Approved Jessica Cooper*

*4/2/23*

#### INTERNAL NOTES

1. Not all reviewer categories may be required for any particular PG. The "Policy Review and Revision Process" document (housed in Human Resources) provides guidance on appropriate reviews.
2. Policy review does not have to follow the precise order listed above.
3. Representative signature does not necessarily imply approval, but rather review. Review comments or recommendations may guide the final wording or enactment of the policy. Based on review comments/recommendations, policy revisions may recirculate for additional review<sup>3</sup>.
4. In consultation with the Provost, the President will review and may approve the final policy revision or may send back to the originator with additional questions. If approved at the Presidential level, the President then recommends the policy to the Board of Regents for approval. After final approval, an electronic copy is stored in the OHR M drive (including cover sheet); copy sent to the Camden-Carroll Library for archival purposes; copy sent to COMA for website revision.

**Policy: PG-15**

**Subject: Employment of Minors**

**Approval Date:** 07/01/85

**Revision Date:** 03/26/87,7/1/23

**PURPOSE:** To comply with state legislation governing the employment of minors.

**DEFINITION OF MINOR:** For the purpose of this policy, a minor is defined as anyone who is between his/her 16th and 18th birthdays.

**MINIMUM AGE FOR EMPLOYMENT:** Regular and nonregular employment at the University is available only to a person who has reached the 16th birthday. A person under 16 years of age is not permitted to work for the University under any circumstances.

**WORK SCHEDULE LIMITS:** No minor age 16 or 17 may work before 8:00 a.m. Such minor shall not work after 10:30 p.m., Sunday through Thursday; 1:00 a.m., Friday and Saturday when school is in session. In addition, such minor when school is in session shall not work more than six hours per day, Monday through Friday, or eight hours per day Saturday and Sunday or a total of 30 hours per week. There is no maximum number of work hours when school is not in session.

**PROOF OF AGE:** Proof of age is required if there is doubt that an individual has not attained the 16th birthday. Such proof can be obtained by the minor from the minor's school district. Anything indicating race or national origin should not be obtained.

**REQUIRED NOTICES AND POSTINGS:** Each area employing minors shall retain a separate register containing the names and addresses of minors employed, the starting and stopping times of their work each day, and the beginning and ending times of meal periods. These records shall be available at any time upon demand by any authorized representative. An abstract of the Kentucky Child Labor Law indicating hours restrictions and prohibited occupations shall be posted in each area where minors work.

**PROHIBITED OCCUPATIONS:**

The following occupations are prohibited by law for all minors under 18 years of age:

1. Occupations in or about plants or establishments manufacturing or storing explosives or articles containing explosive components.
2. Motor vehicle driver and outside helper.
3. Coal mine occupations.
4. Logging or sawmill operations.
5. Operation of power-driven woodworking machines.
6. Exposure to radioactive substances.
7. Operation of power-driven hoisting apparatus.
8. Operation of power-driven metal forming, punching, and shearing machines.
9. Mining, other than coal.
10. Slaughtering, meat packing or processing, rendering.

11. Operation of bakery machines.
12. Operation of paper products machines.
13. Manufacture of brick, tile, and kindred products.
14. Operation of circular saws, band saws, and guillotine shears.
15. Wrecking, demolition, and shipbreaking operations.
16. Roofing operations.
17. Excavating operations.
18. In, about, or in connection with any establishment where alcoholic liquors are distilled rectified, compounded, brewed, manufactured, bottled, sold for consumption, or dispensed.
19. Pool or billiard room.

CLEAN with Edits

**Policy: PG-15**

**Subject: Employment of Minors**

Formatted: Font: (Default) Times  
New Roman, 12 pt

**Approval Date:** 07/01/85

**Revision Date:** 03/26/87, 7/1/23

**PURPOSE:** To comply with state legislation governing the employment of minors.

**DEFINITION OF MINOR:** For the purpose of this policy, a minor is defined as anyone who is between his/her 16th and 18th birthdays.

**MINIMUM AGE FOR EMPLOYMENT:** Regular and nonregular employment at the University is available only to a person who has reached the 16th birthday. A person under 16 years of age is not permitted to work for the University under any circumstances.

**WORK SCHEDULE LIMITS:** No minor age 16 or 17 may work before 8:00 a.m. Such minor shall not work after ~~10:30~~ 11:30 p.m., Sunday through Thursday; 1:00 a.m., Friday and Saturday when school is in session. In addition, such minor when school is in session shall not work more than six hours per day, Monday through Friday, or eight hours per day Saturday and Sunday or a total of ~~30~~ 40 hours per week. There is no maximum number of work hours when school is not in session.

Commented [RMD1]: Changes  
according to Fed law.

**PROOF OF AGE:** Proof of age is required if there is doubt that an individual has not attained the 16th birthday. Such proof can be obtained by the minor from the minor's school district. Anything indicating race or national origin should not be obtained.

**REQUIRED NOTICES AND POSTINGS:** Each area employing minors shall retain a separate register containing the names and addresses of minors employed, the starting and stopping times of their work each day, and the beginning and ending times of meal periods. These records shall be available at any time upon demand by any authorized representative. An abstract of the Kentucky Child Labor Law indicating hours restrictions and prohibited occupations shall be posted in each area where minors work.

**PROHIBITED OCCUPATIONS:**

The following occupations are prohibited by law for all minors under 18 years of age:

1. Occupations in or about plants or establishments manufacturing or storing explosives or articles containing explosive components.
2. Motor vehicle driver and outside helper.
3. Coal mine occupations.
4. Logging or sawmill operations.
5. Operation of power-driven woodworking machines.
6. Exposure to radioactive substances.
7. Operation of power-driven hoisting apparatus.
8. Operation of power-driven metal forming, punching, and shearing machines.
9. Mining, other than coal.
10. Slaughtering, meat packing or processing, rendering.

11. Operation of bakery machines.
12. Operation of paper products machines.
13. Manufacture of brick, tile, and kindred products.
14. Operation of circular saws, band saws, and guillotine shears.
15. Wrecking, demolition, and shipbreaking operations.
16. Roofing operations.
17. Excavating operations.
18. In, about, or in connection with any establishment where alcoholic liquors are distilled, rectified, compounded, brewed, manufactured, bottled, sold for consumption, or dispensed.
19. Pool or billiard room.