

# EMPLOYMENT OF MINORS

**POLICY NUMBER:** RESERVED FOR FUTURE USE

**POLICY TYPE:** ADMINISTRATIVE

**RESPONSIBLE OFFICIAL TITLE:** SENIOR VICE PRESIDENT OF ADMINISTRATION AND FINANCE

**RESPONSIBLE OFFICE:** OFFICE OF ADMINISTRATION AND FINANCE

**EFFECTIVE DATE:**8/1/2012

## I. POLICY STATEMENT

Northern Kentucky University normally employs person 18 years and older for regular positions. Minors may be employed as student employees if they are students of the University. In addition, minors may be employed as temporary employees in accordance with Kentucky State Law.

Kentucky Child Labor Law provides for employment of minors under conditions intended to properly protect the minor's life, health, safety and welfare. The law considers sex, age, premises of employment, substances with which the minor must work with, machinery to be operated, number of hours to be worked, nature of employment and other factors.

Departments considering employment of a minor, age 14 through 17, must comply with the provisions of Kentucky Child Labor Law. Minors under age 14 are not normally employed by the University. For questions about the Kentucky Child Labor Law contact Human Resources.

The Kentucky Revised Statutes mandate that every employer shall be required to obtain from any employee proof that the employee is at least 18 years of age. The statutes apply to any paid employment including student, regular and temporary.

## II. ENTITIES AFFECTED

Staff

## IV. DEFINITIONS

Any person under 18 years of age is considered a minor under Kentucky law.

### REVISION HISTORY

| REVISION TYPE   | MONTH/YEAR APPROVED |
|-----------------|---------------------|
| Choose an item. |                     |
| Choose an item. |                     |
| Choose an item. |                     |
| Choose an item. |                     |
| Choose an item. |                     |

|                 |  |
|-----------------|--|
| Choose an item. |  |
| Choose an item. |  |