



**Human Resource Services POLICY RESOURCES**

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Applies to:	<b>Marshall University</b>
Title:	<b>Hiring of Minors</b>
Number:	<b>MU-HR-28</b>
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It is the policy of Marshall University (hereinafter the University) not to employ persons who are below the age of 16. Persons hired at the University who are age 16 or 17 at date of hire or anytime during the course of their employment at the University are subject to the provisions of the U.S. Fair Labor Standards Act as amended. These include, but are not limited to, exclusion from certain jobs deemed to be hazardous, prohibition on the use of certain types of power equipment, prohibition from driving University vehicles, prohibition on being a passenger in an open area of a vehicle, and other potential restrictions.

The hiring authority who contemplates hiring an individual who is below the age of 18 must contact Human Resource Services (see policy and procedure on Human Resources Support) in advance of the proposed appointment and obtain specific information on the limitations and restrictions that may apply to that appointment. Violations of the law with regard to the employment of minors are the responsibility of the hiring authority. Any money fines that may be imposed as a result of audits or investigation and resolution of complaints by the U.S. Department of Labor or other agency with regard to the employment of minors are the responsibility of the hiring authority to pay.

Human Resource Services will provide any individual who is age 16 or 17 at time of initial appointment to employment at the University a copy of the West Virginia Division of Labor form *Application for Employment Certificate* with Section A completed by Human Resource Services. The prospective employee must take this form along with proof of age to the Board of Education serving the county of residence.

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