



UT System Administration Policy Library -- Policy INT120 **EMPLOYMENT OF A MINOR**

Responsible Officer: Associate Vice Chancellor for Employee Benefits and Services

Sponsoring Office: Office of Employee Services

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Errors or changes to: policyoffice@utsystem.edu

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POLICY STATEMENT

The child labor provisions of the Fair Labor Standards Act and the Texas Labor Code apply to The University of Texas System and will be strictly adhered to when considering minors for employment. A minor will not be employed when the minor's job duties, working conditions or work schedule do not meet the criteria established by applicable laws, rules or policies.

Minors 14 and 15 years of age may be employed in certain non-hazardous occupations outside of school hours for limited periods of time each day and each week that do not interfere with their health, well-being or educational opportunities.

Minors who are 16 and 17 years of age may be employed in any occupation other than a nonagricultural occupation declared hazardous by the Department of Labor.

RATIONALE

This policy provides for administration of employment of minors and for compliance with the child labor provisions of the Fair Labor Standards Act and the *Texas Labor Code*.

SCOPE

All offices of UT System Administration

WEBSITE ADDRESS FOR THIS POLICY

<http://www.utsystem.edu/policy/policies/int120.html>

RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS

UT System Administration Policies & Standards	Other Statutes, Policies & Standards
<ul style="list-style-type: none"> • INT119, Employment Eligibility 	<ul style="list-style-type: none"> • The Fair Labor Standards Act • US Department of Labor, Child Labor Bulletin 101 • Texas Labor Code , Chapter 51 • Texas Workforce Commission Summary of Texas Child Labor Law

CONTACTS

If you have any questions about UT System Administration Policy INT 120, *Employment of a Minor*, contact the following offices:

Subject	Office Name	Telephone Number	Email/URL
Human Resources/ Employee Benefits	Office of Employee Services	512-499-4587	esc@utsystem.edu

DEFINITIONS

Minor:

For employments purposes, an individual not yet 18 years of age.

RESPONSIBILITIES

Supervisor

- Submits to the Office of Employee Services a description of a minor's proposed job duties, working conditions and work schedule.
- Ensures the minor's employment complies with the provisions of this policy.

Office of Employee Services

- Reviews and approves or disapproves the proposed duties, working conditions and work schedule of any minor.
- Ensures that the proposed employment complies with the requirements of the child labor provisions of applicable laws, rules or policies.

PROCEDURES

1. Supervisors considering employing a minor will submit to the Office of Employee Services a description of the job duties to be performed, working conditions and work schedule before extending an offer of employment and in sufficient time for OES to review the information submitted.
2. OES will review the proposed job duties, working conditions and work schedule to ensure the minor’s employment complies with the child labor provisions of applicable laws, rules or polices.
3. Proof of age may be ascertained from the documents listed on Form I-9, Employment Eligibility Verification, ([see INT119, *Employment Eligibility*](#)).

FORMS AND TOOLS / ONLINE PROCESSES

None

APPENDIX

None

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