1. Title

Employment of a Minor

2. Policy

Sec. 1 Policy Statement. 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.

Sec. 2 Compliance with Federal and State Laws. 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.

Sec. 3 Minors 14 and 15 Years of Age. Minors 14 and 15 years of age may be employed in certain nonhazardous 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.

Sec. 4 Minors 16 and 17 Years of Age. Minors who are 16 and 17 years of age may be employed in any occupation other than a nonagricultural occupation declared hazardous by the U.S. Department of Labor.

Sec. 5 Supervisor Responsibilities. Supervisors considering employing a minor will submit to the Office of Employee Services (OES) 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.

Sec. 6 Office of Employee Services Review. 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 policies.

Sec. 7 Proof of Age. Proof of age may be ascertained from the documents listed on Form I-9, Employment Eligibility Verification, (see INT119, Employment Eligibility).

3. Definitions

Minor - for employment purposes, an individual not yet 18 years of age.
4. Relevant Federal and State Statutes
   - Fair Labor Standards Act
   - Texas Labor Code, Chapter 51
   - Texas Workforce Commission Summary of Texas Child Labor Law

5. Relevant System Policies, Procedures, and Forms
   - INT119, Employment Eligibility

6. System Administration Office(s) Responsible for Policy
   Office of Employee Services

7. Dates Approved or Amended
   - February 1, 2006
   - August 26, 2009
   - July 28, 2011