

UIC POLICIES AND PROCEDURES

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MANUAL

Human Resources

SECTION

Employment

SUBJECT

Employment of Minors

EFFECTIVE

04/01/1997

REVISED

06/25/2007

ISSUED BY

Vice Chancellor for Human Resources

APPROVED BY

Chancellor

PURPOSE

To ensure compliance with federal and state labor laws governing employment of minors.

SOURCES AND BACKGROUND

Fair Labor Standards Act

APPLICABILITY

All Department Heads and Supervisors

POLICY

University departments must contact the Human Resources Department Employment Unit before hiring any person 17 years old or under to enable a Human Resources Employment Officer to assure compliance with all state and federal child labor laws. The Human Resources Department will determine the validity and legality of the request to employ the minor and approve or deny the request to hire.

PROCEDURES

RESPONSIBILITY

1. Hiring Official
2. Human Resources Employment Officer

ACTION

Informs Human Resources Employment Section of the intent to hire a person 17 years of age or younger and requests approval to do so.

Researches the validity and legality of the request and approves or disapproves it.