



EMPLOYMENT OF MINORS

I. PURPOSE

To establish guidelines to occasionally hire minors during school breaks, at peak work periods, or on an internship or voluntary basis recognizing the importance of providing empowering opportunities for minors.

II. SCOPE

This policy applies to all positions in the City.

III. POLICY

- A. As a general rule, employees of the City must be 18 years of age or older. During certain seasons we hire students or others who are 16 or 17 years old, but this is done only under special conditions and must be approved by the Human Resources Department.
- B. Minors who are 14 and 15 years of age will be hired by the City only if they are active participants in a school's vocational education program or other similar official programs.

IV. REQUIREMENTS FOR MINORS (UNDER 18 YEARS)

A. Required Permits

Minors must have written parental permission before they can begin work with the City. The permit shall be filed in the human resources department.

B. Number of Hours Worked

- 1. Minors who are high school graduates or have a certificate of high school proficiency may work the same hours as adults.
- 2. Minors who have not graduated or achieved a certificate of proficiency may work up to eight hours per day and 40 hours per week, when school is



not in session. When school is in session, they may work up to 18 hours per week, unless they have received written permission from school authorities to work up to eight hours in addition to school time on any day immediately prior to a non-school day.

C. Spread of Hours

Work must be performed between 5:00 a.m. and 10:00 p.m.

D. Types of Work

Minors may not drive or operate any motor vehicles.

E. Wages

Regardless of age, minors must at least be paid minimum wage. If working the same hours as an adult, high school graduates or minors with a certificate of proficiency must be paid rates which are in line with those of adults in similar positions.