



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Administrative Procedure

### Chapter 7 – Human Resources

#### 4210.1 - EMPLOYMENT OF MINORS

---

This Guideline is applicable to all District programs. It provides guidance concerning regulations related to the hiring of minors.

#### FUNCTION

1. A minor is defined as any person under 18 years of age.
2. Minors are limited to not more than four (4) work hours per day.
3. Minors must obtain a work permit prior to employment.

#### REGULATIONS

1. Employment of individuals under the age of 18 is allowable provided the minor obtains a work permit from his/her school counselor. The work permit must be submitted along with other required District employment papers before the minor begins work. The work permit is considered an approval that the assignment will not interfere with the minor's school work.
2. The work permit requirement is imposed by the U.S. Department of Labor. The corresponding State regulator, the Industrial Relations Department - Division of Labor Standards, Enforcement, follows the same Federal guidelines. In addition, the State will not allow anyone under the age of 18 to work more than four (4) hours per day.
3. Federal regulations on 14 and 15 year old minors limit employment to certain working conditions. These conditions involve limitations on the actual time of day of assignment as well as the number of hours worked. The State imposes heavier restrictions especially for minors 12 and 13 years of age.

#### PENALTIES

For each violation of any minor labor provision, a penalty may be levied against the District for \$1,000. A fine up to \$10,000 may also be imposed for a second offense.

#### RESPONSIBILITIES

Managers must evaluate the employment of minors to assure that in addition to Federal and State legal restrictions, minors are not employed to accomplish tasks where greater

maturity would be required. Generally, a minor should be employed only where close supervision can be provided.

#### FORMS/REFERENCES

U.S. Department of Labor Wage and Hour Publication No. 1330

Adopted: October 14, 1998

SUPERSEDES: April 21, 1988