



Employment of Minors Policy

Responsible Official: Chief Operating Officer

Responsible Office: Human Resources

Policy Purpose

This policy specifies age restrictions of minors as a condition of employment.

Policy Statement

ETSU will not permit a person under the age of sixteen (16) to be employed except as allowed pursuant to this policy and as permissible under state and federal law. ETSU must follow all requirements of the Fair Labor Standards Act and State of Tennessee Child Labor Law. Minors shall not be employed in connection with any activity that is prohibited by the [Child Labor laws of the State of Tennessee](#).

I. Employment of Minors Age Sixteen (16) or Seventeen (17).

Minors who are age sixteen (16) or seventeen (17) may be employed at ETSU under the following conditions:

- A. The employment must not interfere with the minor's health or well-being;
- B. If the minor is enrolled in school, the employment must not be during those hours when the minor is required to attend class; and
- C. A minor must have a 30-minute unpaid break or meal period if scheduled to work six (6) hours consecutively. However, this break or meal period may not occur during or before the first hour of scheduled work activity.

II. Exceptions.

- A. Minor Not Enrolled in School or Excused from Compulsory School.

ETSU may employ a minor at any time who is: (1) sixteen (16) or seventeen (17) years of age; and (2) not enrolled in school or is lawfully excused from compulsory school attendance if permitted by law (e.g., the minor graduated early from high school). The direct supervisor shall not permit the minor's employment to begin until copies of documents to support the exception are submitted and approved by the Office of

B. Public Employment Program.

A minor of any age who is an enrollee in a public employment program that is conducted or funded by the state or federal government may be employed by ETSU subject to the following provisions:

1. The programs’ administrator or other representative must provide the Office of Human Resources with an unrevoked written statement certifying that the minor is currently enrolled in the program.
2. The minor must provide verification of age documentation in the form of a copy of the birth certificate, passport, or other documentation that provides conclusive evidence of the age of the minor to whom it is issued.

C. Minor under the age of sixteen (16).

Certain official university programs are designed to attract students at an early age to the health sciences or other fields. Individuals under the age of sixteen (16) may be employed in those educational programs on a semester or summer basis if employment is approved in writing by the Office of Human Resources.

Authority: State of Tennessee Child Labor Law; Fair Labor Standards Act; Tennessee Code Annotated, Section 49- 6-3005.

Previous Policy: PPP-48 Employment of Minors

Definitions

Minor	For the purposes of this policy, a minor is an individual under 18 years of age.
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Policy History

Effective Date:
Revision Date:

Procedure (s)

Procedure History

Effective Date:
Revision Date: