

CAL POLY POMONA FOUNDATION, INC.

POLICIES AND PROCEDURES

Subject:	Employment of Minors	Policy No.:	224
		Date:	05/18/06
Reference:	325-III-G	Revision:	05/18/06

Consistent with state and federal law and CSU policy, the policy for Cal Poly Pomona Foundation, Inc. addresses provisions related to the Employment of Minors (under age 18).

1. Work Permits

Minors are required to obtain a permit or certificate of age to be an employee of the Foundation. Any department or grant program employing minors is required to keep work permits on file while the minor is employed. Minors may obtain work permits through their school district or superintendent's office. The permit must be completed and on file prior to the first day of employment for minor.

2. Work Hours

The age of the individual minor limits the number of hours he or she may work in a day.

All work must be performed outside of the minor's school hours.

The standard rules for overtime, meal breaks and rest periods apply to all employees, including minors.

Minors 14 or 15 years-old:

- May work a maximum of 3 hours on a day they are required to attend school, up to 18 hours per week.
- When employed in a school supervised or administered work program, the maximum is 23 hours per week.
- When school is not in session, the minor may work a maximum of 8 hours per day, up to 40 hours per week.
- May work between the hours of 7:00 a.m. and 7:00 p.m. (may work until 9:00 p.m. between June 1 and Labor Day).

Minors 16 or 17 years-old:

- May work a maximum of 4 hours on a day they are required to attend school.
- May work a maximum of 8 hours on a school day that precedes a non-school day (e.g., Friday).
- May work between the hours of 5:00 a.m. and 10:00 p.m. (during an evening preceding a non-school day they may work until 12:30 a.m.).
- When school is not in session, the minor may work a maximum of 8 hours per day, up to 48 hours per week.

3. Occupations

Generally, minors over the age of 14 may work in occupations involving clerical or office work, cashiering, selling, modeling, art work, work in advertising departments, window trimming, price tagging, assembling orders, packing, shelving, errand and delivery work (by foot, bicycle and public transportation), clean-up work and maintenance of grounds. Minors may not work in occupations that involve power machinery, kitchen work, and certain work in connection with the maintenance of cars, trucks, machines or equipment, or work in warehouses.

4. Exceptions for High School Graduates or their Equivalent

Minors who are high school graduates or have obtained a certificate of proficiency are not required to obtain a work permit and are not subject to the work hours restrictions as noted above; however, they must be provided the same wage rates as adults in the same classification. This exception does not apply to high school drop-outs or emancipated minors. However, minors who are high school graduates or have a certificate of proficiency are subject to state and federal restrictions on the type of work they can perform as outlined in the paragraph above.

If you have any questions regarding this policy, please contact Human Resources at (909) 869-2958.