

# ADMINISTRATIVE POLICIES AND PROCEDURES

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**SUBJECT:** EMPLOYMENT OF HIGH SCHOOL STUDENTS AND MINORS

**NUMBER:** 718

**AUTHORIZING BODY:** VICE PRESIDENT FOR FINANCE & ADMINISTRATION

**RESPONSIBLE OFFICE:** UNIVERSITY HUMAN RESOURCES

**DATE ISSUED:** APRIL 1978

**LAST UPDATE:** MAY 2012

**RATIONALE:** To provide guidance to Oakland University (“University”) supervisors in the hiring of workers who are under 18 years of age and are therefore subject to the Michigan Youth Employment Standards Act.

**POLICY:** Faculty and Staff who are responsible for or take part in the hiring and/or supervision of Minors must comply with the Michigan Youth Employment Standards Act. Employees involved in this process should contact the University Human Resources Manager of Employment with questions about the process or concerns about Minors working on campus. Hiring of high school students and minors is subject to the requirements of [OU AP&P #406 Conflict of Interest Policy](#).

**SCOPE AND APPLICABILITY:** This policy is applicable to all OU faculty and staff who are responsible for or take part in the hiring and/or supervision of Minors.

## **DEFINITIONS:**

***Conflict of Interest:*** The circumstance during which a University employee's interests might benefit from his or her official actions or influence while doing University business.

***Hazardous Positions:*** Occupations that involve driving a vehicle; the use of power equipment or machinery; or participation in construction, excavation, or roofing operations.



**Minor:** Any worker under the age of 18 years old.

**Work Permit:** State of Michigan Form CA-6 or CA-7, which must be signed and authorized by the Minor's school district, parents or legal guardians, and the employer, AND must be completed on or before the first day of employment. The work permit is kept on file by the employer.

### **PROCEDURES:**

The University may employ high school students and other Minors that have completed a Work Permit on or before the first day of work at the University in order to perform in restricted, supervised, non-hazardous positions such as golf course bag drop attendants, golf course rangers and starters, clerical positions, docents at Meadow Brook Hall, and assistant groundskeepers.

**Working Hours:** Working hours are restricted as indicated below:

- Minors under 16 years old may work no more than:
  - 6 days in 1 week.
  - 8 hours maximum per day on non-school days.
  - 3 hours maximum per day on school days.
  - 18 hours total per week while school is in session.
  - 48 hours combined school and work hours in 1 week.
  - 40 hours in 1 week during non-school weeks.

Allowable work times for Minors under 16 years old are:

- Labor Day to May 31: Outside school hours from 7:00 a.m. to 7:00 p.m. while school is in session.

- June 1st until Labor Day: 7:00 a.m. to 9:00 p.m. during summer vacation.

Minors 16-17 years old may work no more than:

- 6 days in 1 week.
- A weekly average of 8 hours per day.
- 10 hours in 1 non-school day.
- 48 hours combined school and work hours in 1 week.

Allowable work times for Minors 16 to 17 years old are:

- Labor Day to May 31: Outside school hours from 6:00 a.m. to 10:30 p.m. during the school year.
- June 1 until Labor Day: 6:00 a.m. to 11:30 p.m. during school vacation periods and periods when the Minor is not enrolled in school.
- Fridays and Saturdays: 6:00 a.m. to 11:30 p.m.

Minor employees may not work more than 5 hours without an uninterrupted 30-minute rest or meal period.

**Work Permit:** Prior to employment, the Minor applicant must obtain the proper Work Permit form from the appropriate office at either his or her school, the school district in which the Minor resides, or the Rochester school district.

The Work Permit form is submitted to the hiring department by the applicant for completion and authentication of Section I, returned to the applicant for completion of Section II, and then forwarded to the school or school district for final approval and issuance of the Work Permit.

The applicant will be processed for employment, upon presenting the approved Work Permit to the University Human Resources Employment Services Office. Physical examinations are required if the work requires physical exertion.

The Work Permit becomes a part of the Minor's employment record, subject to inspection by appropriate University and governmental authorities.

**Supervision:** Supervisors and department heads are responsible for duties performed by Minors. To ensure safety, Minors must be supervised at all times by a person that is at least 18 years of age. In no case should a Minor employee be assigned to a position which is potentially hazardous or injurious to the Minor's health or personal well-being or which is contrary to standards established by state and federal acts. Examples of prohibited duties include operating or tending power equipment, machinery or motor vehicles, and participation in roofing, excavation and construction operations.

Contact the University Human Resources Manager of Employment for guidance if questions arise relative to the applicability or administration of this policy, or to the performance of specific duties by Minors.

**Conflict of Interest:** All hiring, including hiring of Minors and high school students, must comply with [OU AP&P #406 Conflict of Interest Policy](#). Possible Conflict of Interest would include the hiring of employee friends or family members. Contact UHR with questions about hiring situations that could be considered Conflict of Interest.

#### **RELATED POLICIES AND FORMS:**

[OU AP&P #406 Conflict of Interest Policy](#)

[OU AP&P #725 Filling Vacancies of Non-Faculty Positions](#)

[OU AP&P #770 Temporary and Casual Employees](#)

#### **APPENDIX:**

[Youth Employment in Michigan](#)