

## EMPLOYMENT OF MINORS

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### 1. GENERAL

- a. In North Carolina, individuals under age 18 are considered minors for purposes of employment and may not be employed in any capacity without a Youth Employment Certificate approved by the Department of Social Services.
- b. It is the policy of the University to permit the temporary employment of minors who are 16 years of age or older.
- c. Minors whose duration of employment is expected to be 90 days or longer are required to successfully complete a drug-screen as a condition for employment.
- d. Minors may not work at hazardous occupations as defined by the U.S. Department of Labor or by the state Commission of Labor. A complete list of permitted/prohibited occupations for youths is available from the Human Resources Department (Staff Employment).

### 2. PROCEDURES

- a. Departments and offices seeking to hire a minor for a temporary position are required to submit a written request to the Staff Employment Manager. This request must state the position to be filled, the projected starting and ending dates of employment, the hours of work, the proposed hourly rate of pay, and the budget code to be charged as determined by the department or office head.
- b. The Staff Employment Manager will review applicant files and post the position if needed for recruitment. If the department or office representative has already identified a candidate, the name and contact information should be provided in the written request, along with the information that the candidate is under 18 years of age. The Staff Employment Manager will then contact the candidate to set up an appointment for completing the necessary employment forms.
- c. Forms to be completed by every temporary employee prior to beginning work include federal and state tax withholding forms, the federal Employment Eligibility Verification (which requires proof of identity and employment eligibility, such as driver's license and social security card or birth certificate), the University safety policy acknowledgment, and an employment information sheet.
- d. In addition to the forms identified above, minor employees must have an approved Youth Employment Certificate, a signed Consent for Medical Treatment of a Minor, and a Consent for Release of Drug-Screen Results on file with Human Resources before being allowed to work. These forms are to be completed as follows:

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- (1) The minor must visit the Human Resources Department to obtain a Youth Employment Certificate form.
- (2) The minor must provide all personal information required by the form.
- (3) A Human Resources representative must provide the job description, employer information, and Employer's Signature.
- (4) The parent/guardian must read and sign the form.
- (5) The minor **must appear in person** at an office of the Department of Social Services (the Forsyth County office is located at 710 Carl Russell Ave., Winston-Salem, NC 27102) to present proof of age (birth certificate, driver's license or learner's permit) and to sign the Youth Employment Certificate.
- (6) The Department of Social Services will then approve the form and give the minor a copy, which the minor must then return to the Human Resources Department before beginning employment.
- (7) The ***Consent for Medical Treatment of a Minor*** must be read and completed by the youth and by the parent/legal guardian and then returned to the Human Resources Department.
- (8) The ***Consent for Release of Drug-Screen Results***, allowing the Human Resources Department to disclose the results of the minor's pre-employment drug-screen to the minor's parent/legal guardian, must be read and signed by the minor prior to the completion of the drug-screen.

*Drafted by the Director of Human Resources, June 27, 2002*

*Approved by the President, June 28, 2002*