

## HR5001 - Employment of Minors

**Issued:** May 18, 2017

**Responsible Official:** Executive Vice President and Chief Operating and  
Financial Officer

**Responsible Office:** Human Resources

## POLICIES

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### Policy Statement

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#### Policy Statement

The University of Memphis complies with all applicable provisions of the Fair Labor Standards Act (FLSA) and those requirements of the State of Tennessee Child Labor Laws.

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### Purpose

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The purpose of this policy is to establish the criteria and process for employment of minors at the University of Memphis.

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### Definitions

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#### Minor

For purposes of this policy, a minor is any person under the age of sixteen (16).

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### Procedures

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#### Procedures

Employment of Minors

No person under the age of sixteen (16) may be employed by the University.

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

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

Minors must not be employed in connection with the following:

1. Occupations in or about areas storing explosives or articles containing explosive components or potentially hazardous chemicals;
2. Motor vehicle driving occupations;
3. Occupations involved in the operation of power-driven woodworking machines;
4. Occupations involving exposure to radioactive substances and to ionizing radiations;
5. Occupations involved in the operation of elevator and other power-driven hoisting apparatus;
6. Occupations involved in the operation of power-driven metal forming, punching, and shearing machines;
7. Occupations involved in the operation of hazardous power-driven bakery machines;
8. Occupations involved in the operation of circular saws and band saws;
9. Occupations involved in the operation of packing, processing, or rendering;
10. Occupations involved in the operations of hazardous power-driven paper products machines;
11. Occupations involved in roofing operations;
12. Occupations in excavation operations.

All supervisors who employ minors are responsible for adhering to all applicable laws and must contact the Office of Organization and Employee Development (OED) for training prior to hire.

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### Links

**Department of Labor**

<https://www.dol.gov/>

**Employment Eligibility  
Verification (Form I-9)**

[www.uscis.gov/files/form/i-9.pdf](http://www.uscis.gov/files/form/i-9.pdf)

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### Revision Dates

HR5001 - Supersedes UM1837 March 26, 2018  
UM1837 - May 18, 2017

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### Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Research	Student Affairs
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