THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Human Resources	**Number:**	201.20
		Revised:	12/30/04
SUBJECT:	Employment of Minors	**Date Issued:**	
		Review Date:	12/30/08
		Attachment(s)	2
APPLIES TO:	All Employees		
ISSUED BY:	Human Resources and Affirmative Action		

I. Policy

Every individual under the age of 18, whether in employee or volunteer status, who has not graduated from high school is considered a minor and must have a working permit on or before the first day of work in order to perform work at the University. Fourteen years of age is the minimum age for legal employment.

II. Regulations

A. Age standards

1. Work permits are divided into two categories:

   a) 14-15 age group

   b) 16-17 age group

2. High school graduates are not required to secure a work permit. (Graduation requirement must be verified by a school certification if the individual is under 18 years of age.)

3. Minors may work the following:

   a) not more than a weekly average of 8 hours a day, 6 days a week

   b) not more than 10 hours in a day

   c) school and work combined cannot exceed 48 hours in one week

   d) minors cannot be employed for more than 5 hours continuously without an interval of at least 30 minutes for a rest period

4. Minors must work within the following hours:

   a) 14-15 year olds may work between 7:00 a.m. and 9:00 p.m.

   b) 16-17 year olds may work between 6:00 a.m. and 10:30 p.m.

   c) 16-17 year olds may work until 11:30 p.m. when not regularly

enrolled in school and during school vacation period

5. Lifting restrictions

   a) 14-15 age group not over 35 pounds

   b) 16-17 age group no restrictions

B. Minors may only be employed in those jobs for which approval has been received from the State Department of Labor. Lists of approved jobs is attached. (Attachment #1)

C. Employing department and minor must complete Application for a Work Permit and Occupational Approval form, which can be obtained from the student's high school. (Attachment #2)

D. Minor will deliver the Application for a Work Permit and Occupational Approval form to his attending high school with proof of birth date.

E. Work permit will then be issued, and must be returned to the appropriate Employment Services Office.

F. The employing department must provide any employed minor with a 30 (thirty) minute break for a meal and rest following not more than 5 (five) continuous hours of work. A break of less than 30 (thirty) minutes must be documented in writing by the department. In addition, timekeeping records must include the starting and ending time of each workday.

G. Immediately after termination of the minor's employment, the Employment Services Office must return the Work Permit to the issuing Officer.

H. Michigan Department of Labor posters on this subject must be posted in areas where minors work.

JOBS AND TITLES FOR 14-15 YEAR OLD MALES AND FEMALES AT THE UNIVERSITY OF MICHIGAN

OFFICE TYPE WORK	Mail clerk (sorts & delivers mail) no driving
	Office work (clerical)
	Occupational therapy aide
	Desk Clerks (typing and filing)
	Filing
	Operating blueprint machine
	Trimming blueprints
	Making negatives and positives
	Errands, on foot or public transportation only
	Typist-Clerk
	Switchboard Operator
	Reception work
	Calculator work
	Operating posting machine
	Adding machine work
	Stock inventory and storage
	Observer
	Messenger - on foot or public transportation only
LABORATORY ATTENDANT TYPE WORK	Lab attendant (hand wash glassware, runs errands, index and catalogue specimens)
	Drafting, detailing
	Programmer for computer
	Computing machine operator
CAFETERIA TYPE WORK	Bussing and counter work in cafeteria
	Waiting tables
	Waiters and Waitresses
	Busboy
	Checkroom Attendant
	Serving food
	Hand washing & drying dishes and silver
CUSTODIAN TYPE WORK	Linen attendant (sorts & delivers linen) no driving
	Delivers supplies - no driving
	Errands on foot
	Janitor work
	Weeding lawn and garden
	Laying sod - seeding lawns
	Pruning shrubbery
	Watering lawns and shrubbery
	Loading and unloading trucks

Museum attendant
Car washer - protective clothing to be furnished
Oiler

JOBS AND TITLES FOR 16-17 YEAR OLD MALES AND FEMALES AT THE UNIVERSITY OF MICHIGAN

OFFICE TYPE WORK	Operate office duplicating machines
	Mail clerk (sorts & delivers mail) no driving
	Office work (clerical)
	Occupational therapy aide
	Desk Clerks (typing and filing)
	Filing
	Operating blueprint machine
	Trimming blueprints
	Making negatives and positives
	Errands, on foot or public transportation only
	Typist-Clerk
	Switchboard Operator
	Reception work
	Calculator work
	Operating posting machine
	Adding machine work
	Stock inventory and storage
	Observer
	Messenger - on foot or public transportation only
	Replacing books on shelves in library
	Reading measuring instruments, making mathematical computations & plotting charts
LABORATORY ATTENDANT TYPE WORK	Lab attendant (hand wash glassware, runs errands, index and catalogue specimens)
	Drafting, detailing
	Programmer for computer
	Computing machine operator
	Making light weight samples weighing about two or three pounds
CAFETERIA TYPE WORK	Food Service Worker
	Bussing and counter work in cafeteria
	Waiting tables
	Waiters and Waitresses
	Busboy
	Checkroom Attendant
	Serving food
	Hand washing & drying dishes and silver
	Bellboys
	Grill work - short order cooking only
CUSTODIAN TYPE WORK	Linen attendant (sorts & delivers linen) no driving

	Stockman (delivers supplies - no driving) Errands on foot Janitor work Weeding lawn and garden Laying sod - seeding lawns Pruning shrubbery Watering lawns and shrubbery Loading and unloading trucks Museum attendant Car washer - protective clothing to be furnished Oiler Mixing soap Waxing & sweeping floors Washing woodwork for floor level Hand cutting of padding Weighing of soiled linen Shoveling snow Cleaning garages Cleaning out ashes Raking leaves Hand mowing lawns (prohibited from using power equipment) Rolling & marking tennis courts Washing walls - floor level Grading lawns by hand
RECREATION	Caddies
VOLUNTEER WORK	Reads, otherwise assists patients