

**WEST VIRGINIA UNIVERSITY
BOARD OF GOVERNORS
POLICY 49**

EMPLOYMENT OF MINORS

West Virginia University and Regional/Divisional Campuses

Section 1. General

- 1.1 Purpose. - To ensure that West Virginia University and its Regional/Divisional Campuses comply with all Federal and State laws and regulations regarding the employment of minors.
- 1.2 Authority. – 29 USCS §212; 29 CFR §§ 570, 575, 579; W. Va. Code §§ 21-6 et seq.; 42 WVCSR 9.
- 1.3 Scope. – This policy applies to all current and prospective employees of the West Virginia University Board of Governors.
- 1.4 Effective Date. – April 4, 2008.
- 1.5 Revision History. – This is the first employment of minors policy implemented by the West Virginia University Board of Governors.

Section 2. Policy

- 2.1. Employment with West Virginia University and its Regional/Divisional Campuses is available to any qualified person who has reached eighteen (18) years of age.
- 2.2. Employment of any person who is under eighteen (18) years of age is restricted. Prior to extending an offer to a prospective employee under eighteen (18) years of age, all hiring supervisors must contact the Division of Human Resources – Employment Services Unit in order to receive approval to proceed with the hire.

Section 3. Responsibility for Implementation

- 3.1 Supervisors are ultimately responsible for adhering to the conditions of employing a minor, as outlined and communicated during the approval process.
- 3.2 The Division of Human Resources – Employment Services Unit will advise on the application of all Federal and State laws related to the employment of minors, and it is responsible for providing final approval to hire a person under eighteen (18) years of age.

Section 4. Responsibility for Interpretation

- 4.1 Responsibility for interpretation of this policy rests with the Vice President for the Division of Human Resources.