Introduction
Special circumstances apply when minors seek employment at Brown.

Policy Statement
State, as well as Federal Law, regulates the employment of minors. No child under the age of 14 may be employed by Brown University. Employment of those between the ages of 14 and 18 years of age must comply with all applicable state and federal regulations surrounding the employment of minors. Brown University restricts the employment of minors in laboratory settings.

Responsibilities
Minors: Minors are those between the ages of 14 and 18. When working at Brown, minors must comply with all mandated restrictions on working hours and duties as well as with any limitations on the terms of employment that are requested by University Human Resources.

Supervisors of Minors: Supervisors of Minors working at Brown must comply with all mandated restrictions on working hours and duties as well as with any limitations on the terms of employment that are requested by University Human Resources. Environmental Health and Safety must be informed prior to a minor commencing work in a laboratory for any additional impact it may have on conditions of employment for the minor.

University Human Resources: Provide guidance to hiring manager when hiring a minor for employment. Ensure hiring manager understands laws and regulations regarding the employment of minors, as well as any limitations on terms of employment in the University setting.

Environmental Health and Safety: When notified that a minor is working in a lab, initiate a review of the lab and related working environment to provide guidance to the hiring manager on employment limitations that may apply to the work the minor is conducting.

Procedures
Departments wishing to employ a minor or place a minor in a work environment for internship experience must contact University Human Resources prior to the placement. All State mandated forms, approvals, certifications and any Brown University documentation must be submitted and approved before the minor can commence work. See Forms/Instructions below.

Forms/Instructions
State of Rhode Island certificate of Age and Special Limited Permit to Work forms for minors

Policy Owner Approved by Vice President for Human Resources

Contact(s)
Toni Lenz Tinberg
Director of HR Services
University Human Resources
Brown Office Building, 3rd Floor
Toni_Tinberg@Brown.edu
401-863-1082

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