



Employment of Minors Policy

POL 08.05.07

Effective Date: February 21, 2020

1.0 Policy Purpose

The purpose of this policy is to clarify the special circumstances that apply when minors seek employment at Brown.

2.0 To Whom the Policy Applies

This policy applies to any person hiring, or potentially hiring, minors for employment opportunities at Brown.

3.0 Policy Statement

State and Federal laws regulate the employment of minors. No child under the age of 16 may be employed by Brown University. Employment of those between the ages of 16 and 17 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. 16 and 17 year olds working at Brown University must secure a Certificate of Age form (work permit) from their school. The hiring department must obtain a copy of the teenager's work permit prior to the minors start date. Work permits are not transferable from one department to another. Each new assignment requires a separate set of working papers.

4.0 Definitions

For the purpose of this policy, the term below has the following definition:

Minor: Minors are those between the ages of 16 and 17.

5.0 Responsibilities

All individuals to whom this policy applies are responsible for becoming familiar with and following this policy. University supervisors are responsible for promoting the understanding of this policy and for taking appropriate steps to help ensure compliance with it.

- **Minors:** Must obtain and complete the Certificate of Age form and present it to their hiring department before employment can commence. When working at Brown, minors must comply with all mandated restrictions on working hours and duties.

- **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 required by University Human Resources. Environmental Health and Safety must be informed before a minor commences 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. Provide hiring manager with information on 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 and complete 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.
- **Hiring Departments:** Departments wishing to employ a minor or place a minor in a work environment for 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.

6.0 Consequences for Violating this Policy

Failure to comply with this and related policies is subject to disciplinary action, up to and including suspension without pay, or termination of employment or association with the University, in accordance with applicable (e.g., staff, faculty, student) disciplinary procedures.

7.0 Related Information

This policy is not a legal document. This policy does not confer a term of employment, nor is the language intended to establish a contract of employment, express or implied, between any employee and Brown University. The University reserves the right to change, amend or terminate any of its human resources policies at any time for any reason.

Brown University is a community in which employees are encouraged to share workplace concerns with University leadership. Additionally, Brown's Anonymous Reporting Hotline allows anonymous and confidential reporting on matters of concern online or by phone (877-318-9184).

The following information complements and supplements this document. The information is intended to help explain this policy and is not an all-inclusive list of policies, procedures, laws and requirements.

7.1 Related Policies:

- **Employment Eligibility Verifications**

7.2 Related Procedures: N/A

7.3 Related Forms:

- Certificate of Age

7.4 Frequently Asked Questions (FAQs): N/A

7.5 Other Related Information:

- [Fair Labor Standards Act \(FLSA\)](#)
- [Rhode Island Child Labor Laws](#)

8.0 Policy Owner and Contact

8.1 Policy Owner: Vice President for Human Resources

8.2 Policy Approved by: Executive Vice President for Finance and Administration

8.3 Contact Information: Director, Recruitment and Staffing Operations, University Human Resources

- Telephone: 401-863-3175
- Email: employment@brown.edu

Policy History

8.4 Policy Effective Date: February 21, 2020

8.5 Policy Last Reviewed: May 8, 2020

9.3 Policy Update/Review Summary: Formatted to comply with the new University Policy Template. Changed the minimum working age from 14 to 16. Policy disclaimer notice added in section 7.0 on May 8, 2020. Policy footer removed on June 19, 2020. Previous policy version superseded by this policy:

- Employment of Minors (20.013), Revision Date: January 30, 2019