

West Virginia University at Parkersburg Board of Governors

**POLICY B-49
EMPLOYMENT OF MINORS**

Section 1. General

- 1.1 Purpose. - To ensure that West Virginia University at Parkersburg complies 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 at Parkersburg Board of Governors.
- 1.4 Effective Date. – April 4, 2008.
(Transferred from WVU Board of Governors on July 1, 2008)
- 1.5 Revision History. – This is the first employment of minors policy implemented by the West Virginia University at Parkersburg Board of Governors.

Section 2. Policy

- 2.1. Employment with West Virginia University at Parkersburg 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 Human Resources Department 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 Director of Human Resources 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 Director of Human Resources.