

**POLICY B-49
EMPLOYMENT OF MINORS**

Section 1. General

- 1.1 Purpose. - To ensure that ~~West Virginia University at WVU~~ 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; 29 U.S.C. § 212; 29 C.F.R. § 570, 575, 579; West Virginia Code §§ 21-6 et seq.~~
- 1.3 Scope. - ~~This policy applies to all current and prospective employees of the West Virginia University at Parkersburg Board of Governors. This policy applies to all prospective employees under the age of 18 and to all employees involved in hiring, supervising, scheduling, or assigning work to minors.~~
- 1.4 Effective Date. - ~~April 4, 2008; March 17, 2026~~
(Transferred from WVU Board of Governors on July 1, 2008)
(Replaces version dated - April 4, 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 WVU~~ 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.
- ~~2.3.~~ ~~2.3~~ Prior to employing any person under eighteen (18) years of age, the Human Resources Department shall review the proposed job duties and work schedule and verify required documentation to ensure compliance with all applicable federal and state child labor laws, including restrictions on hours and prohibited hazardous duties. Positions involving agricultural operations, welding, power-driven machinery, industrial equipment, or similar hazardous environments require additional review and may be prohibited for minors under applicable law.
- ~~2.2.2.4.~~ ~~2.4~~ Supervisors shall ensure that minors are not assigned duties prohibited by federal or state law and shall ensure work schedules remain compliant with applicable restrictions.

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. Approval shall include review of the proposed job duties, work schedule, and required documentation to ensure compliance with federal and state child labor restrictions.

Section 4. Responsibility for Interpretation

4.1 Responsibility for interpretation of this policy rests with the Executive Director of Human Resources and Compliance.