PURPOSE
To ensure compliance with federal and state labor laws governing employment of minors.

SOURCES AND BACKGROUND
Fair Labor Standards Act

APPLICABILITY
All Department Heads and Supervisors

POLICY
University departments must contact UIC Human Resources Employment before hiring any person 17 years old or under to enable a UIC Human Resources Employment Officer to assure compliance with all state and federal child labor laws. UIC Human Resources will determine the validity and legality of the request to employ the minor and approve or deny the request to hire.

PROCEDURES

RESPONSIBILITY ACTION
1. Unit Hiring Official  
   Informs UIC Human Resources Employment of the intent to hire a person 17 years of age or younger and requests approval to do so.

2. UIC Human Resources Employment Officer  
   Researches the validity and legality of the request and approves or disapproves it.