

# UIC HR Policies and Procedures

NUMBER

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SUBJECT	EFFECTIVE	REVISED
<b><i>Employment of Minors</i></b>	04/01/1997	09/01/2013
ISSUED BY	APPROVED BY	
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## 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

1. Unit Hiring Official
2. UIC Human Resources Employment Officer

### ACTION

1. 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. Researches the validity and legality of the request and approves or disapproves it.