

Minimum Age Requirement

Responsible Officer: Vice President for Human Resources

Sponsoring Department: Human Resources

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Errors or changes to: aim@uta.edu

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I. **Policy**

The University shall not hire minors under 16 years of age.

II. **Minors**

Minors between the ages of 16 and 18 will be hired only with special approval of the Director of Human Resources.

III. **Child Labor Provisions**

Minors under eighteen will be permitted to work in an office performing clerical duties, including office machines such as copy machines, computers; cashiering and selling; price marking and tagging by hand or machine, assembling orders, packing and shelving; bagging and carrying out customer's orders; errand and delivery work by foot, bicycle or the University shuttle; and clean up work, including the use of vacuum cleaners and floor buffers; and maintenance of grounds, (not including the use of mowers and cutters).

IV. **Prohibited Employment**

Minors between the ages of 16 and 18 will not be permitted to work in a position at the University that involves the following:

- A. Processing that requires duties in a workroom where goods are processed.

- B. Operation or tending of any hoisting apparatus or any power-driven machinery, i.e. power saws, drills, lawn mowers, edgers, grinders, cutters, knives, etc.
- C. All work that requires the use of ladders, scaffolds or their substitute.
- D. Warehouse and storage, loading and unloading.
- E. Any position that could be deemed as hazardous or presents a health threat, i.e., science and engineering labs, robotics center, exposure to radioactive substances, etc., except as allowed under *Minors in Laboratories or Similar Facilities* ([HOP ADM 5-308](#)).
- F. Operation of motor vehicles or service as helpers on such vehicles.
- G. All aspects of construction (including demolition and repair).
- H. Feeding materials into a machine, i.e. cutters, wrapping machines, printing machines, laminators, etc.
- I. Riding on a lift or a freight elevator.
- J. Communication and public utilities.

V. **Hours of Work**

The hours of work shall be confined to the following periods:

- A. Outside of school hours;
- B. Not more than 40 hours in any one-week when school is not in session;
- C. Not more than 18 hours in any one-week when school is in session;
- D. Not more than 8 hours in any one-day when school is not in session;
- E. Nor more than 3 hours in any one day when school is in session;
- F. Between 7 a.m. and 7 p.m. in any one day, except during the summer (June 1 through Labor Day) when the evening hour will be 9 p.m.

Related Forms

- *High School Student - Position Information and Application* ([Form 3-26](#))

Related Policies

- *Minors in Laboratories or Similar Facilities* ([HOP ADM 5-308](#))

