



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE  
6/1/98**

**REVISION  
1**

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SUBJECT

**APPOINTMENTS**

SUB-TOPIC

**APPOINTMENT OF MINORS**

GENERAL POLICY

Any person who is at least fourteen (14) years of age, but under sixteen (16) years of age, may be employed at UTD in a position not prohibited as subsequently described in "Under 16 Years of Age" and "Under 18 Years of Age", except that he/she may not be employed during the regular school term unless a work certificate has been issued. A work certificate permits a person to work during non-school hours, subject to the provisions of this policy, or permits an individual who has been permanently excused from school to work. It is not necessary for a person over fourteen (14), but under sixteen (16) years of age, to obtain a work certificate for employment during vacation periods. However, a work certificate must be obtained if the person is to be employed during the school term.

Any person under sixteen (16) years of age may not be employed or permitted to work:

1. For more than 8 hours in any one day,
2. More than 6 days or 40 hours in any one week, or
3. Before the hour of 7:00 a.m. or after the hour of 10:00 p.m.

During a school term, a person under sixteen (16) years of age, except one who has been permanently excused from school, may not be permitted to work after the hour of 7:00 p.m. on days immediately preceding days when school is in session.

An individual wanting to employ a minor should follow the normal Classified Service employment procedures. The Human Resources Office should be contacted in order to obtain a work certificate for the prospective employee.



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**APPOINTMENT OF MINORS, Continued**

AGE RESTRICTIONS ON WORK

UNDER 14 YEARS OF AGE

Any persons under fourteen (14) years of age may not be employed at UTD under any conditions.

UNDER 16 YEARS OF AGE

Any person under sixteen (16) years of age may not be employed or otherwise permitted to work:

1. In connection with power driven machinery,
2. In the oiling, cleaning and washing of machinery,
3. Upon any scaffolding,
4. In the operation of any automobile, truck or motor vehicle, including farm tractors and trucks,
5. In the operation of hoisting machines, cranes, or freight elevators, or any other elevator that might be used for the purpose of carrying freight or supplies,
6. In occupations involving exposure to radioactive substances,
7. In any other occupation dangerous to the life, health or limb, or injurious to the health or morals of children under the age of sixteen (16).

UNDER 18 YEARS OF AGE

Any persons under eighteen (18) years of age may not be employed in the operation of, or help in the operation of, any motor vehicle, including tractors and mowing equipment. This does not include motor-propelled mowing equipment such as motored walking-type mowers.