Policy 4.12
Employment of Minors

Responsible Official: VP for Human Resources
Administering Division/Department: Recruiting
Effective Date: March 29, 2007
Last Revision: August 03, 2018

Policy Sections:

I. Overview
II. Policy Details
III. Related Links
IV. Contact Information
V. Revision History

Overview

Emory will not employ anyone under the age of 16. No one under the age of 18 will be employed in any position deemed hazardous by Human Resources. These include roofing, operation of hoists, elevators, vehicles, power-driven tools or baking machines, saws or shears, as well as jobs involving exposure to hazardous materials. Minors may participate in activities according to the requirements and conditions described in Emory University Policy 7.21, “Minors in Emory University Laboratories,” [http://www.policies.emory.edu/7.21](http://www.policies.emory.edu/7.21).

Policy Details

1. Employment Certificate (State Law) is no longer required by the state of Georgia Department of Labor [dol.georgia.gov/ot-youth-work-permit-online](http://dol.georgia.gov/ot-youth-work-permit-online).
2. All Minors seeking to participate in internships or special programs offered by departments during the summer or the regular school year must obtain written permission from their parent or legal guardian using the provided Minors On Campus Agreement. (LINK TO BE PROVIDED)
3. Departments wishing to offer individual internships or special summer programs to minors must present an outline of the program or internship activity planned for the minor’s participation and who will give oversight at all times to Human Resources for approval.
4. Departments who have received approval from Human Resources for their programmed activities will also complete a departmental consent form to comply with safety and oversight rules and regulations when minors are on campus. (LINK TO BE PROVIDED)

The minor takes the original (white) copy of the Certificate to the employer. The employer must maintain this copy of the certificate as long as the minor is employed.

Related Links

- Current Version of This Policy: [http://policies.emory.edu/4.12](http://policies.emory.edu/4.12)

Contact Information

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Revision History

- Version Published on: Oct 05, 2012
- Version Published on: Oct 05, 2012
- Version Published on: Jun 14, 2007 (Original Publication)

Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.