Policy 4.12
Employment of Minors

Responsible Official: VP for Human Resources
Administering Division/Department: Recruiting
Effective Date: March 29, 2007
Last Revision: October 05, 2012

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

Policy Details
1. Employment Certificate (State Law). Required for all minors who have not reached their 18th birthday (commonly called a work permit). Minors may obtain Employment Certificates (work permits) from the school they attend (including most private schools) OR from the School Superintendent’s office.

The Child Labor Section furnishes employment certificates to:
 a. Schools (including private schools)
 b. School Superintendents
 c. JTPA
 d. Employers

Instructions for Completing an Employment Certificate for Minors under Age 18.

BLOCK A (Completed and signed by minor)
 a. Address should include a street number and name, city and zip code
 b. Assure age and date of birth are consistent. Sign (do not print signature)
 NOTE: When minor receives a job offer, he or she gives the form to the employer.

BLOCK B (Completed by employer)
 a. Assure street address, city and zip code are completed.
 b. Assure phone number is completed
 c. Assure type of work to be performed is completed.
 d. Return certificate to minor.

BLOCK C (Issuing Officer) (After Blocks A and B have been completed and signed, minor takes the Certificate to an authorized Issuing Officer.)

Issuing Officers:
1. County Superintendent of Schools or his or her designee. (Each school usually has personnel designated as Issuing Officers).

2. Principal Administrative Officer of a licensed private school or his or her designee.

Reviews Blocks A and B to assure completeness and signatures are present. Verifies date of birth of minor. Completes and signs Block C. Distributes form (White copy to employer; pink copy to Labor Department; yellow copy retained by Issuing Officer.)

NOTE: Home schooled minors, minors not attending school, and minors from out-of-state must have their certificates issued by one of the above sources. These minors should take their birth certificate to the Issuing Officer. To work in Georgia, the employment certificate must be issued by a Georgia Issuing Officer. After the Issuing Officer has completed Block C, he or she will present the original (white) copy of the Certificate to the minor.

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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director, Employee Relations</td>
<td>Jeanne Thigpen</td>
<td>404-727-7644</td>
<td><a href="mailto:persjdt@emory.edu">persjdt@emory.edu</a></td>
</tr>
</tbody>
</table>

Revision History

- Version Published on: Jun 14, 2007
- 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.