Policy Title:	Employment of Minors
Policy Number:	FAST-228
Revision Date:	December 2021
Policies Superseded:	HREO-171
Policy Management Area(s):	Human Resources and Equal Opportunity

SUMMARY:

This policy defines the guidelines in regard to the employment of minors and ensures compliance with federal and state law.

POLICY:

I. POLICY

A. It is Coastal Carolina University's (CCU) policy to make every effort to ensure that employees are 18 years of age or older. However, when this cannot be accomplished, minors, individuals under the age of 18, may be employed under the following conditions:

1. Minors under 16 years of age should not be employed. No CCU department is permitted to hire for any tasks any person under 16 years of age without written pre-approval. Refer to I.A.5. for guidance on exceptions.
2. Minors shall not engage in any task, project, work assignment, or occupation which may involve any of the following activities that are set forth below:
   a. Manufacturing or storing explosives, including manufacturing or storing articles containing explosive components.
   b. Driving a motor vehicle or being an outside helper on a motor vehicle.
   c. Coal mining or any activities relating to mining.
   d. Forest fire fighting and fire prevention, timber tract management, forestry services, logging, harvesting of any trees, and sawmilling.
   e. Operating power-driven woodworking machines.
   f. Being exposed to radioactive substances and to ionizing radiations.
   g. Operating a power-driven hoisting apparatus.
   h. Operating power-driven metal-forming, punching, and shearing machines.
   i. Mining, other than coal mining.
   j. Meat packing or processing, including the use of power-driven meat slicing machines.

k. Operating power-driven bakery machines.
l. Operating bailers, compactors, and power-driven paper products machines.
m. Manufacturing brick, tile, and related products.
n. Operating power-driven circular saws, band saws, guillotine shears, chain saws, reciprocating saws, wood chippers, and abrasive cutting discs.
o. Wrecking, demolition, and ship-breaking operations.
p. Roofing operations and all work on or about a roof.
q. Excavation operations of any kind including, but not limited to, digging holes.
r. Operating or being an outside helper on a golf cart.

3. In accordance with state regulation, minors, as well as other CCU employees, will be required to present a copy of a legal document showing proof of birth date (birth certificate or driver's license).
4. At age 18, individuals are not considered to be minors and may be employed in any occupation.
5. In the event an administrative decision is made to hire a minor, it is the policy of CCU to hire current or incoming CCU students first, if possible. Exceptions to this protocol must be approved by the vice president for human resources or designee. Such approval must occur before an offer of employment is made. The hiring department should submit a Request to Hire a Minor form to initiate the process.

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