Policy Number: **400**

Policy Title: **Age Criteria**

Policy Council Review Date(s): **03/17/11**

PPAB Approval Date: **7/26/11**

**POLICY:**

Georgia Perimeter College may hire minors ages sixteen or seventeen into temporary positions during recognized school breaks.

**PROCEDURE:**

Any department considering hiring an individual under the age of eighteen must consult with the Human Resources Department and adhere to the following requirements:

- Minors will provide Human Resources with a notarized letter from their parent granting them permission to work at the college for a specific period of time.
- Minors may not work at the college without a work permit issued by their school system superintendent or his/her authorized designee.
- Minors may not work or participate in any occupation deemed hazardous, e.g., working in a laboratory, excavating, handling gasoline or other explosive materials, mining, and operating certain power-driven equipment, such as chain saws and power mowers.
- Minors may not drive on public roadways as part of their job.
- Minors may not be employed in any setting involving exposure to radioactive substances.
- Minors are eligible only for jobs considered non-hazardous (such as copying, filing, etc.) as defined in federal and state law.
- Supervisors will ensure minors wear proper clothing, shoes, and eye protection for each job assigned.
- Supervisors and employees who work one-on-one with minors will be subject to a state and federal criminal history check covering more than the minimum of seven years.
- The minor will be subject to a criminal background check.
- Work permits and records of hours worked must be maintained by the college and must be available for inspection. A copy of the work permit will be kept at the minor’s work location.

Approved by CAB 2/26/03
Approved by PPAB7/26/11