



## **POLICY & PROCEDURE DOCUMENT**

NUMBER: 4.2100  
DIVISION: Finance and Administration  
TITLE: Minimum Age for Employment  
DATE: January 3, 2000  
REVISED: N/A  
Policy for: All Employees  
Authorized by: Director, Human Resources

### **I. Purpose and Scope**

As an institution of higher learning, Western Kentucky University seeks to hire and promote individuals with the requisite skills and abilities necessary to assist the University in accomplishing its mission.

### **II. Policy**

Persons who have reached their eighteenth (18th) birthday or who have graduated from high school may be employed in positions for which they meet the minimum qualifications and other employment requirements of the University. The employment of individuals under age eighteen (18) must strictly adhere to employment restrictions indicated below:

#### **A. Restrictions**

Minors who are at least sixteen (16), but less than eighteen (18) years of age, are permitted to work only according to the following restrictions:

1. When school is in session, minors may not work after 11:30 p.m. Sunday through Thursday; 1:00 a.m. Friday and Saturday. Working hours may not exceed six (6) hours per day Monday through Friday; eight (8) hours per day Saturday and Sunday; maximum hours may not exceed forty (40) during a workweek
2. When school is NOT in session, minors may work without the daily hour restrictions or maximum workweek restrictions

3. Work must not be in a job considered hazardous. The Department of Human Resources should be contacted for verification of prohibited areas of work.

### **III. Procedure**

When under eighteen (18) years of age, minors must submit proof of age to the hiring unit/department.

### **IV. Exclusions**

None

### **V. Related Policies**

See also: University Policy; Kentucky Child Labor Law; KRS 339.230

### **VI. Reason for Revision**

Appendices: