

EMPLOYMENT OF MINORS	POLICY	
	Document Number:	AS-HR-PL-3620
	Version Number:	02

1.0 Purpose:

To promote consistency and equity in the treatment of all employees who are under the age of 18 years, and to comply with federal and state laws, which intend to protect minors from hazardous and detrimental conditions.

2.0 Scope:

This procedure applies to all VTA employees, work units, departments, divisions, and work sites.

3.0 Responsibilities:

- 3.1 The Employee Services Department is responsible for ensuring that the employment of any minor is in compliance with state and federal laws and VTA policies and procedures.
- 3.2 All VTA hiring authorities are responsible for ensuring that all job offers and appointments are in compliance with state and federal laws and VTA policies and procedures.

4.0 Procedure:

- 4.1 Minors who are employed by VTA shall work only in the positions that are allowed by federal and California child labor laws. Their work schedules shall not exceed that which is provided by law.
- 4.2 VTA shall not employ minors under the age of 16.
- 4.3 In accordance with California state and federal law, VTA shall not employ a minor without a work permit issued by the appropriate educational officer.
- 4.4 VTA shall send the educational officer a written notification of the intent to employ a minor. The form of the intent to employ a minor shall be prescribed by the California Department of Education and shall be furnished to VTA by the educational officer.
- 4.5 The Employee Services Department shall maintain the notification of intent to employ a minor and a copy of the minor's work permit on file for the entire period the minor is employed with VTA and under the age of 18.
- 4.6 Minors who have graduated from high school or who have been awarded a certificate of proficiency under the Education Code are exempt from the work permit requirements of the California Education Code (section 49101). Copies of the minor's high school diploma or certificate of proficiency will be kept in the minor's personnel file.
- 4.7 Files of such permits will be open at all times to inspection by school attendance and probation officers, the California Board of Education, and officers of the Division of Labor Standards Enforcement (DLSE).

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5.0 Definitions:

MINOR: Any person who is under the age of 18 years and required to attend school pursuant to the compulsory education laws contained in the California Labor Code and California Education Code.

EDUCATIONAL OFFICER: The certificated school district or educational institution representative who is authorized to issue permits to employ (work permit).

WORK PERMIT (PERMIT TO EMPLOY): Allows a minor over the age of 12 years and under the age of 18 years to be employed on a regular school holiday, during regular vacation of the public school, during such time as the minor is exempt from compulsory school attendance pursuant to California Department of Education Code, and during the period of a specified occasional public school vacation in any of the establishments or occupations not otherwise prohibited by law.

6.0 Records:

The Employee Services Department shall maintain the personnel files of minors.

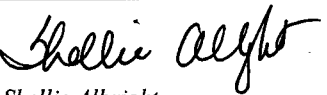
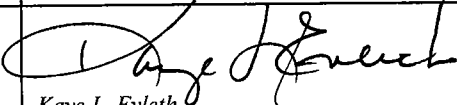
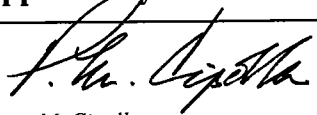
7.0 Appendices:

8.0 Training Requirements:

9.0 Summary of Changes:

This procedure replaces Policy 023- Employment of Minors. It has been updated to the new format and references to specific days of the week, hours of the day, and number of hours worked have been deleted.

10.0 Approval Information:

Prepared by	Reviewed by	Approved by
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