

**EMPLOYING A MINOR**

1. Minors must present a valid work permit before being employed.
  - a. Students currently enrolled in high school and under 18 years of age will need a valid work permit.
  - b. Minors 17 years of age but out of school do not need a work permit.
  - c. Minors under 16 years of age who have graduated from high school or obtained a GED do not need a work permit.
  - d. The employment of minors under 14 years of age is not permissible under any circumstances.
2. With a valid work permit, minors may be employed only outside of school hours and between the hours of 7:00 a.m. and 7:00 p.m except during the summer when the evening hour will be 9:00 p.m.
3. Minors may be employed for not more than three hours a day nor more than eighteen hours a week when school is in session
4. All minors should be directly supervised, be paid equivalent pay and have their work hours monitored to not exceed eight hours in a day.

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