



CHAPTER: 2
SECTION: 2.04
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Subject: Chapter 2 BUSINESS--VP FOR BUSINESS
Section 2.04 EMPLOYMENT OF STUDENTS AND YOUTH

I. POLICY

It is the purpose of this policy to specify qualifications as to age, hours of work, and working conditions for the employment of students and minors at Salt Lake Community College. It is also the intent of this policy to give employment preference to current SLCC students.

II. DEFINITIONS

Minor: Any person 14 through 17 years of age.

Student: Anyone registered at SLCC for six or more quarter hours. This includes students employed by the College Workstudy Program.

Teaching Assistant: See Job Description.

III. PROCEDURE

A. Employment of Students. The College will provide employment opportunities for College students wherever possible. However, students will not be hired as teaching assistants in their field of study unless approved by the Academic Vice President.

B. Employment of Minors

1. Minors may be employed by the College subject to applicable restrictions of State and Federal law, to encourage their growth and development.
2. Employees without a valid vehicle operator's license are not authorized to and shall not operate a College vehicle on the public highway or any other vehicle in their employment for the College, or in the course of any program or activity sponsored by the College or by any organization or association supported in whole or in part by funds controlled or managed by the College.

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3. Minors 14 years of age or older are permitted to work in certain nonhazardous occupations including but not limited to food service, messenger service, custodial service, and other similar work in non-dangerous areas (Utah Labor Code 34-23-5).
- C. Age Verification. The hiring department is responsible for verifying the age of minors considered for employment by the use of birth certificates, vehicle operator's license, etc. Employment certificates are issued to high school students by their schools under the age of 18 to verify their age (Utah Labor Code 34-33-10). Where such certificates are submitted, copies must be retained by the employing department.
- D. Working Condition. No minors shall be employed or permitted to work in hazardous occupations as defined from time to time by the United States Department of Labor or by the Utah Industrial Commission (Utah Labor Code 34-23-2).
- E. Hours of Work
1. Minors will be subject to the same hours of work as other employees with the exception that employees under 16 years of age are not permitted to work:
 - a. Before or after school in excess of four hours a day
 - b. Before 5:00 a.m. or after 9:30 p.m., unless the next day is not a school day
 - c. In excess of eight hours in any 24 hour period
 - d. More than 40 hours in any week when their school is not in session.
 2. In addition to the limitations of paragraph E item 1., minors may not be required to work over 2 1/2 consecutive hours without a 10 minute rest period being made available. A rest period with a duration of not less than 10 minutes must be provided for every four hours of work.
 3. Full-time students (12 hours or more credit) are limited to 29 hours employment per week. It will be the responsibility of the individual employing the student to control the number of hours of employment in accordance with the above policy.
- F. Statutory Considerations. If minors are permitted to work in violation of applicable State laws or regulations approved by the State Industrial Commission regarding employment of minors, responsible parties may be subject to College discipline and/or prosecution by State authorities.

G. Wages

1. Wages for students and minors are to be paid according to the current College wage schedules.
2. Students and minors are considered temporary employees and paid on the hourly payroll.

H. Policy Interpretation. Questions as to the interpretation or application of this policy should be addressed to the Director of Personnel Services.