

EMPLOYMENT OF MINORS

This policy and practice directive describes the legal requirements (reference OAR 839-021-006 through 0500) and County policy regarding the hiring of minors (anyone under the age of 18). This includes the hiring of any minor for regular or temporary status positions.

Employer's Certificate

Employers of minors are required to apply for an Annual Employment Certificate. Annual Employment Certificate application must be filed for each employer and renewed annually. The application will be completed by DES-Human Resources and filed with the Bureau of Labor and Industries-Child Labor Unit to cover all minor child employment for the County.

The following information will be required to complete the application:

- the estimated number of minors to be employed in the next 12 month period,
- the number of minors employed during the last 12 month period,
- if any of the minors will be under the age of 16,
- a description of the duties to be performed,
- any machinery the minors will operate or assist in the operation of,
- and all work locations.

When the certificate is approved, it authorizes the County to hire minors for the duties described for a period of 1 year. This certificate will have a renewal date one year from the date of the issuance of the certificate and will be distributed to all departments currently hiring minors.

All departments who employ minors will display a copy of this certificate in a conspicuous location.

Changes in Duties to Annual Employment Certificate

The County is responsible to report any changes to the certificate by filing a Notice of Change in Duties form within 15 days of the change. Any department who needs to add additional duties to the certificate will notify DES-Human Resources in writing as soon as possible. DES-Human Resources will complete the Notice of Change form and file it with the Bureau of Labor and Industries-Child Labor Unit. Updates to the certificate will be forwarded to County departments as issued.

Minor Age Verification

At the time of hire, it is the responsibility of the hiring location to verify and document the age of the minor. The hiring location will retain a copy of the document and include a copy with the appointment Personnel Action form or list the type of document used on the appointment Personnel Action form. Acceptable proof of age documents includes a birth certificate, state-issued driver's license or ID card with a photograph, a US Military card, a US passport, a hospital record of birth, or a baptismal record.

Note: Documentation used for I-9 verification is suitable for minor age verification.

Summary of Child Labor Laws

Please see the link below to view to the summary sheet from the Bureau of Labor and Industries for hours and business restrictions.

INTERNET LINKS

Summary of Child Labor Laws (

<http://www.oregon.gov/boli/WHD/CLU/docs/childlaborlawsummary.pdf>)

Child Labor home page (<http://www.oregon.gov/boli/WHD/CLU/Pages/index.aspx>)

Bureau of Labor and Industries – Rules regarding the Employment of Minors in

Oregon (http://arcweb.sos.state.or.us/pages/rules/oars_800/oar_839/839_021.html)

County Ordinance (<http://www.clackamas.us/code/documents/title2.pdf>)