


THE CALIFORNIA STATE UNIVERSITY  
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**Date:** August 6, 2004 **Code:** HR 2004-24  
**To:** CSU Presidents  
**From:** Jackie R. McClain   
Vice Chancellor  
Human Resources  
**Subject:** **CSU Policy on the Employment of Minors**

Consistent with state and federal law, the California State University's Employment of Minors policy addresses provisions related to the employment of minors (under age 18).

**Work Permits**

Minors must obtain certificates of age or permits to work for the California State University (CSU). CSU campuses employing minors are required to keep work permits on file while the minor is employed. Minors may obtain work permits through their school district or superintendent's office. The permit should be completed and on file prior to the minor's appointment date.

**Work Hours**

A minor's age limits the number of hours s/he may work in a day. In all age categories below, all work must be performed outside of school hours.

*14 and 15 year-old Minors:*

- May work a maximum of 3 hours on a day they are required to attend school.
- When school is in session, may work a maximum of 18 hours a week (except if employed in a school supervised or administered work program in which case the maximum is 23 hours a week).
- When school is not in session, may work a maximum of 8 hours per day or 40 hours per week.
- May work between the hours of 7:00 a.m. and 7:00 p.m. (may work until 9:00 p.m. between June 1 and Labor Day).
- Federal law permits some leeway for minors performing sports-attendant duties.

*16 and 17 year-old Minors:*

- May work a maximum of 4 hours on a day they are required to attend school for four hours or more.
- May work a maximum of 8 hours on a school day that precedes a non-school day (e.g., Friday).

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Vice Presidents, Administration  
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- May work between the hours of 5:00 a.m. and 10:00 p.m. (during an evening preceding a non-school day they may work until 12:30 a.m.).
- When school is not in session, may work a maximum of 8 hours per day or 48 hours per week.

### **Occupations**

In general, minors over the age of 14 may work in occupations involving clerical or office work, cashiering, selling, modeling, art work, work in advertising departments, window trimming, price tagging, assembling orders, packing, shelving, errand and delivery work (by foot, bicycle and public transportation), clean-up work and maintenance of grounds. Minors may not work in occupations that involve power machinery, kitchen work, and certain work in connection with the maintenance of cars, trucks, machines or equipment, or work in warehouses.

### **Exceptions for High School Graduates or their Equivalent**

Minors who are high school graduates or have obtained a certificate of proficiency are not required to obtain a work permit and are not subject to the work hours restrictions; however, they must be provided the same wage rates as adults in the same classification. This exception does not apply to high school drop-outs or emancipated minors. However, minors who are high school graduates or have a certificate of proficiency are subject to state and federal restrictions on the type of work they can perform as outlined in the paragraph above.

If you have any questions regarding this policy, please contact your campus attorney or systemwide Human Resources at (562) 951-4411.

This document is available on the Human Resources Administration's Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

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