

## Guidance for Minors as Employees

### Before

- Provide written expectations surrounding behavior expectations, working hours and appropriate communication to both minor and parent. Working hours provided at this stage may be general (e.g. schedule between 8am-8p, not to exceed 20 hours per week).
- Provide clear, written notification to both minor and parent of their course of action if anything about the work situation makes minor or parent feel uncomfortable or otherwise feels inappropriate. (i.e. who should minor/parent contact if something feels lcky. More than one option must be provided.) This notification should be clear, concise, and easily identified.
- Ensure workspace is observable, accessible, and safe.
- Work with HR to coordinate work permits
- Review scheduling restrictions( <https://www.in.gov/dol/youth-employment/youth-employment-fags/> Hours of Work is Section 7).
- If work is to take place in a research lab or animal facility, review the Minors in Research Laboratories policy. (<https://www.purdue.edu/ehps/rem/documents/programs/minors.pdf> )
- Complete training for Program Staff those who will supervise minor employees.

### During

- Ensure minor employee completes and maintains all appropriate trainings and certifications.
- Communicate only through official University emails, Brightspace, etc. (no texting or social media)
- If phone communication is necessary, only do so during minor's working hours. Any time spent communicating with supervisor (answering phone calls, responding to emails, etc.) while minor is "off the clock" must be compensated according to the Fair Labor Standards Act.
- Minimize or eliminate both unsupervised time and private interactions. Private interactions in enclosed spaces are impermissible.
- Do not discuss personal matters with or in front of minor employee(s).
- Report all instances of observed or suspected child abuse or neglect to local law enforcement or CPS (1-800-800-5556)

### After

- Work with HR to file the Termination Notice associated with the work permit.
- Retain records as required by the Indiana Access to Public Records Act and University Policy.

