Texas A&M AgriLife Research Procedures

31.01.02.A0.01 | FLSA—Hiring Minors

Approved: September 13, 2007

Reviewed: July 10, 2012
July 16, 2014

Next Scheduled Review: July 16, 2019

PROCEDURE STATEMENT

The youth employment provisions of the Fair Labor Standards Act (FLSA) were enacted to ensure that when young people work, the work does not jeopardize their health, well-being or educational opportunities. The FLSA youth employment regulations establish both hours and occupational standards for youth. Employers are required to maintain records of birth dates of employees under age 19. Violation of the child labor provisions can result in a fine.

REASON FOR PROCEDURE

Texas A&M AgriLife Research (AgriLife Research) will comply with the provisions of the Fair Labor Standards Act; this procedure outlines the process and responsibilities when hiring minors.

PROCEDURES AND RESPONSIBILITIES

1.0 The hiring department is responsible for verifying the age of new employees. When there is reason to believe the person being hired is under the age of 19, the department will examine appropriate records to determine age. Sources of information can be a school record, a document used in conjunction with the I-9 form or proof of age such as a valid driver's license. If unable to provide satisfactory proof of age, the department will request that the individual obtain a Certificate of Age from the Texas Workforce Commission. Information about Certificate of Age, form LLCL-72, is available at http://www.twc.state.tx.us/ui/lablaw/llcl72.pdf.

2.0 If an individual is under 18 years of age, an AG 416, *Minor's Employment Release*, must be completed and accompanied by a copy of the document used to determine age.

3.0 Information and forms regarding the employee's age will be maintained by AgriLife Human Resources in the employee's payroll file.

4.0 For information on prohibited occupations and other restrictions on employment of minors, contact AgriLife Human Resources.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

System Regulation 31.01.02, *Fair Labor Standards*

CONTACT OFFICE

For questions concerning this procedure, contact AgriLife Human Resources at 979-845-2423.