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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 when there is reason to believe the person being employed is younger than 19 years. Violation of the child labor provisions can result in a fine.

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 Additionally, if an individual is under 18 years of age, an AG 416, [Minor's Employment Release](#), must also 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

Questions concerning this procedure should be referred to AgriLife Human Resources at 979-845-2423.

REVISION HISTORY

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