



# KENTUCKY STATE UNIVERSITY

## Policies and Regulations

---

### REGULATION TITLE:

**Employment of Minors**

### APPLIES TO:

**Faculty  
Staff**

### ADMINISTRATIVE AUTHORITY:

**Office of Human Resources**

### APPROVED BY:

**Kentucky State University Board of Regents**

### EFFECTIVE DATE:

**August 8, 2025**

### NEXT REVIEW DATE:

**August 8, 2028**

---

### REGULATION STATEMENT:

Kentucky State University (KSU) is committed to providing safe and lawful employment opportunities. While KSU generally fills regular positions with individuals who are 18 years of age or older, minors may be hired as (1) student employees enrolled at KSU or (2) temporary or seasonal workers when such employment complies with all applicable child labor laws and related regulations. No employment action shall compromise the health, safety, welfare, or educational interests of a minor.

### DEFINITIONS:

#### **Minor**

Any person under eighteen (18) years of age.

#### **Student Employee**

For the purposes of this regulation, a minor who is currently enrolled at KSU and whose primary relationship to

KSU is educational.

### **Temporary Employee**

A worker hired for a specific project or period not to exceed nine (9) consecutive months.

## **PROCESS:**

### **Eligibility and Position Review**

- Hiring units, in coordination with the Office of Human Resources (HR), must determine whether the proposed duties are appropriate for a minor and do not involve prohibited occupations, machinery, or substances.
- Positions for minors aged fourteen (14) to seventeen (17) must be classified as student or temporary appointments.
- Any adult supervisor or other employee who will have regular, direct contact with an employed minor must have a current, clear criminal background check on file with KSU, in accordance with KSU policy.

### **Age Verification and Work Authorization**

- Prior to the first day of work, HR must obtain documents establishing the individual's age (e.g., driver's license, birth certificate, passport) and retain a copy in their personnel file.
- When required by law, HR must obtain an official work permit or age certificate.

### **Work Hours and Conditions**

- Supervisors shall schedule working hours, meal breaks, night work, and overtime in accordance with KRS Chapter 339 and 803 KAR 1:100.
- Minors shall not operate hazardous equipment or perform tasks restricted by state or federal law.

### **Safety Training and Supervision**

- Supervisors must provide minors with safety orientation specific to assigned duties.
- Adequate adult supervision must be maintained at all times.
- One-on-one supervision is to be avoided whenever feasible.

### **Record-Keeping and Compliance**

- HR and hiring units must keep employment and age documentation on file in accordance with the Kentucky Department for Libraries and Archives' State University Model Records Retention Schedule.

## **REFERENCES AND RELATED MATERIALS:**

- KRS Chapter 339
- 803 KAR 1:100
- United States Department of Labor, Wage and Hour Division, Youth Labor Fact Sheets
- KSU Minors on Campus Policy
- KSU Background Check Policy

## CONTACTS:

Subject	Office	Telephone	E-mail
Regulation questions	Human Resources	(502) 597-6667	<a href="mailto:Human.Resources@kysu.edu">Human.Resources@kysu.edu</a>

## HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy) (HR Policy Manual)	March 2013	Unknown
Revised	August 9, 2024	Zach Atwell
Revised (Reclassified as Regulation)	July 21, 2025	Zach Atwell