

Employment of Minors

Converse University does not make it a practice to employ workers under the age of 16.

The Vice President for Finance and Business must give written approval before any person under 16 years of age may be employed. No exceptions will be made for any person under 15 years of age. This approval will be given based on certain criteria.

A written request with the following information must be submitted:

- A. Supervisor of the underage employee
 - 1. No person will be hired or subsequently placed in a position if it would result in supervising or being supervised by a relative.
 - 2. No person is placed in a position where it would result in having influence over the employment, promotion, salary administration, and other related management or personnel considerations of a relative.
- B. Position Description Minors may not operate automobiles or carts, as well as any office equipment other than facsimile machines, copiers, and personal computers.
- C. Hours scheduled to work per day/per week.