

**BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

POLICY B-18

EMPLOYMENT OF MINORS

Section 1. General

- 1.1. Purpose — To ensure that BridgeValley Community and Technical College (BridgeValley) complies with all Federal and State laws and regulations regarding the employment of minors.
- 1.2. Scope — This policy applies to all current and prospective employees of the BridgeValley Board of Governors (Board).
- 1.3. Authority — 29 USCS § 212; 29 CFR §§ 570, 575, 579; W. Va. Code §§ 21-6 et seq.; 42 CSR 9
- 1.4. Effective Date — July 12, 2013

Section 2. Policy

- 2.1. Employment with BridgeValley is available to any qualified person who has reached eighteen (18) years of age.
- 2.2. Employment of any person who is under eighteen (18) years of age is restricted. Prior to extending an offer to a prospective employee under eighteen (18) years of age, all hiring supervisors must contact the Director of Human Resources in order to receive approval to proceed with the hire.

Section 3. Responsibility for Implementation

- 3.1. Supervisors are ultimately responsible for adhering to the conditions of employing a minor, as outlined and communicated during the approval process.
- 3.2. The Director of Human Resources will advise on the application of all Federal and State laws related to the employment of minors, and it is responsible for providing final approval to hire a person under eighteen (18) years of age.

Section 4.

- 4.1. Responsibility for interpretation of this policy rests with the Director of Human Resources.

