1.0 POLICY

It is the City's policy to maintain certain personnel and safety practices concerning the employments of minors. State and federal governments place restrictions on the type of work that may be performed by minors and the hours during which they may be employed. In accordance with state and federal regulations, a minor less than 18 years of age may be employed by the City of Winona only under certain circumstances. This policy details those requirements

2.0 ORGANIZATIONS AFFECTED

All departments/divisions

3.0 MINIMUM AGE

- All minors employed must be a minimum of 16 years of age. Proof of age must be maintained as part of the payroll records. Acceptable proof of age is: a copy of a birth certificate, a copy of a driver's license, an age certificate issued by a school, or a United States Department of Homeland Security U.S. Citizenship and Immigration Services "Employment Eligibility Verification Form I-9".

4.0 CONDITIONS OF EMPLOYMENT FOR MINORS AGES 16 AND 17

4.1 **Hours of employment**: Minors are prohibited from working during the following hours:

- After 11:00 p.m. on evenings before school days;
- Before 5:00 a.m. on school days; and
- School hours.

4.2 **Permitted work:** Minors may work only non-hazardous jobs.

4.3 **Prohibited work:** Except as otherwise provided herein, the following is a partial list of prohibited hazardous jobs that a minor may not perform for the City:

- Operating a motor vehicle and/or being an outside helper on a motor vehicle.

- Working with or where hazardous materials are present, where chemicals or other substances are present at excessive temperatures or in injurious, explosive, toxic or flammable quantities, or where explosives or fireworks are manufactured, stored, handled or fired.
- Operating or assisting in the operations of power driven machinery, including floor scrubbers and polishers, snow blowers, lawn mowers and golf carts.
- Working in or around excavation operations.
- Any work performed on construction sites.
- Operating or assisting in the operation of all hoisting apparatus, including forklifts, nonautomatic or freight elevators or man-lifts.
- Working with or around power driven saws, grinders, presses, etc.
- Working in or around oxy-acetylene or oxy-hydrogen welding.
- Building maintenance or repair that involves work 12 feet or higher above ground or floor level using ladders, scaffolding or like equipment.
- Working in connection with warehousing and storage.
- Operating, erecting or dismantling rides or machinery in an amusement park, street carnivals or traveling shows, or in the loading or unloading of passengers on rides.
- As a lifeguard, except as provided in paragraph 4.4 herein.
- Working in any job or activity, or on any site, which is hazardous or dangerous to life, limb or health.

The above list of prohibited work for minors is not a complete list and remains subject to state and federal regulations.

4.4 <u>Exceptions for Qualifying Minors</u>

- The above prohibitions in paragraph 4.3 do not apply to a 17 year-old high school graduate.
- A minor may be employed by the City as a lifeguard only if the minor has completed the Red Cross lifesaving certificate (or equivalent) and works under uninterrupted adult supervision.

5.0 HIRING DEPARTMENT'S RESPONSIBILITIES

It is the responsibility of the department head/supervisor to ensure compliance with all applicable child labor laws and this policy.