

Adopted: February 13, 2014

Revised: \_\_\_\_\_

## **COMMUNITY OF PEACE ACADEMY POLICY No. 4.13 EMPLOYMENT OF STUDENTS AND MINORS**

### **I. PURPOSE**

It is the purpose of this policy to define the terms of employment of students and minors by Community of Peace Academy.

### **II. POLICY STATEMENT**

Community of Peace Academy may, on occasion, employ students. These students may be those attending Community of Peace Academy, students enrolled in other schools, or minors not enrolled in any school.

### **III. TERMS OF EMPLOYMENT OF STUDENTS AND/OR MINORS**

A. Community of Peace Academy will abide by all federal laws and Minnesota statutes regarding the employment of minors, including but not limited to the Child Labor Standards Act.

B. Community of Peace Academy will adhere to the following when employing students:

1. Under Age 18

No minor will be permitted to work in a hazardous occupation (hazardous occupations are defined by the Commissioner of the Minnesota Department of Labor and Industry).

2. Under Age 14

While there are unique exceptions, such as certain agricultural operations or youth athletic program referees, minors under the age of 14 are not permitted to work.

3. Ages 14 and 15

Students in this age category:

a. Are not permitted to work after 9:00 p.m. or before 7:00 a.m.

b. Are not permitted to work more than 40 hours in a week or for more than 8 hours in any 24-hour period.

- c. Must possess a completed district-issued employment certificate (that includes parental consent) in order to work during school hours, when school is in session.
  - d. Must possess a completed age certificate ( that demonstrates legal proof of age, such as a birth certificate)
- 4. Ages 16 and 17
  - Students in this age category
    - a. Are not permitted to work after 11:00 p.m. before a school day or before 5:00 a.m. on a school day.
    - b. Must possess a completed age certificate (that demonstrates legal proof of age, such as a birth certificate)
    - c. These hours may be revised to 11:30 p.m. and 4:30 a.m., respectively, if there is a note signed by a parent or guardian.
    - d. This category of high-school students does not typically include area learning center or alternative education students.
- 5. Community of Peace Academy will maintain and retain all required records of student employment.