CALIFORNIA INSTITUTE OF TECHNOLOGY
STAFF PERSONNEL MEMORANDA

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Approved by: Julia McCallin, Associate Vice President for Human Resources

(This supersedes Memo No. 9-1, dated August 21, 2014)

1.0 Policy

The Institute complies with State, Federal and local laws and regulations governing the employment of minors.

2.0 General

2.1 Before an offer of employment is made, the Institute must obtain a work permit from applicants under the age of 18 years who are required to attend high school.

Note: Minors who are 16 or 17 years of age who have graduated from high school or who received a certificate of proficiency do not require a work permit.

2.2 Under the provisions of State and Federal laws and regulations, as well as Caltech policy, minors may not be employed in any hazardous occupations. Because the restrictions can be complex and also vary according to the age of the minor, supervisors must consult with Human Resources regarding each specific minor before hiring.

2.3 Examples of hazardous occupations include positions involving:
1. working in or about an area with explosives;
2. driving motor vehicles;
3. transportation of hazardous materials;
4. operation of power driven wood working machines, circular saws, band saws, guillotine shears, chain saws, reciprocating saws, wood chippers, and abrasive cutting discs;
5. operation of power driven hoisting apparatuses, including for example, operating or assisting to operate certain elevators, cranes, derricks, hoist, riggers, forklifts, or high-lift trucks;
6. operation of power-driven metal forming, punching, and shearing machines;
7. work performed in or about boiler or engine rooms;
8. roofing operations and working on or about a roof;
9. excavation operations;
10. work in connection with maintenance or repair of Institute machines or equipment; and
11. exposure to radioactive substances and to ionizing radiation.

2.4 At campus, minors working in laboratories must be approved by the Division Chair or designee in consultation with the supervising Principal Investigator. Minors working in areas with restricted access also must be approved by the supervising Director. Consideration for approval
should be on a case-by-case basis taking into account potential hazards associated with the specific research, the types of equipment to be used, and any potential chemical and/or biological exposures.

2.5. At JPL, minors working in laboratories must be approved by the Section Manager in consultation with the Group Supervisor and the Principal Investigator or task manager. JPL does not employ minors under age 16 at any time.

3.0 Work Permits

3.1 Minors must have a properly signed work permit before starting work at the Institute.

3.2 Work permits are required even when school is not in session.

3.3 Work permits are issued for specific employment and must contain the maximum number of hours the minor may work in a day and week, the range of hours during the day that the minor works, any occupational limitations and additional restrictions imposed at the school’s discretion.

3.4 Work permits must be applied for by the minor and are obtainable from his or her school authorities. Minors visiting from another state or country (if eligible to work in the U.S.) must obtain a permit from the local school district in which the minor will reside while visiting.

3.5 Most work permits are issued for a limited time period.

3.6 Minors enrolled in Work Experience Programs must have work permits.

3.7 Work permits will be retained by Human Resources at campus and by Human Resources or the Education Office at JPL.

4.0 Hours of Work

4.1 Minors age 16 and 17 who have completed 7th grade

1. are permitted to work:
   a. no more than four hours per day on any school day;
   b. no more than eight hours on any non-school day or any day that precedes a non-school day;
   c. no more than 48 hours in a week whether school is in session or not;
   d. no more than eight hours per day for days and weeks in which school is not in session;

2. may not work before 5 a.m. on a non-school day, or after 10 p.m. on any day preceding a school or non-school day;

3. may be employed during any evening preceding a non-school day until 10:00 p.m.
4.2 For hours of work for minors under age 16 working at campus, managers and supervisors must consult with Human Resources.

5.0 Medical Release

Employees, under the age of 18 years, must have a Medical Release for emergency treatment signed by their parent or legal guardian.

6.0 Record Keeping

The Institute must keep on file all permits and make them open at all times for inspection by authorized personnel and agencies for the duration of the employment. All records will be kept in Human Resources.

7.0 Exceptions

Any exceptions to this policy require approval of the Associate Vice President for Human Resources or designee for Campus staff, or the Director for Human Resources at JPL or designee for JPL staff.

Related Policies:

Violence Prevention
Caltech Volunteer General Guidelines