



Roosevelt University

Policy on Hiring Workers under the Age of 16

Policy 2.9

Responsible Executive: Vice President of Human Resources

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Revised Policy on Hiring Workers Under the Age of 16

Current policy: Roosevelt University does not hire workers under the age of 16.

Proposed policy: Roosevelt University does not hire workers under the age of 16, unless such workers are part of a special summer “internship” or “work experience” program, such as the Wentworth Gardens Program. Such programs will be subject to the following guidelines:

- The program is set up for more than one person.
- The program must provide a valuable work and educational experience for the underage worker.
- The minimum age is 14.
- 14 and 15 year olds must have an Employment Certificate from the Illinois Department of Labor (work permit) before they participate in the program.
- The maximum hours per week available for work will be 17.
- Pay will be at or above the youth minimum wage.
- Pay will be twice monthly as reported on time sheets.
- The department designing such a program must submit a description of the program, including the educational goals, the specific activities, the specific hours of work, the number of hours of work per week and the specific dates of the program (between June 1 and Labor Day) for approval by HR before the program begins.

Rationale

One way that Roosevelt University can meet its goal of social justice is to engage young persons in the experience of work and education through special meaningful programs designed by our colleges. These summer programs would introduce young residents in the Chicago area to higher education and encourage them to contribute to a work environment.