



# CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective: 9/1/99

SECTION <b>312</b>	SUBJECT <b>EMPLOYMENT OF MINORS</b>
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## **I. GENERAL**

The Commonwealth of Virginia's Child Labor Laws set forth specific regulations dealing with the employment and working conditions of individuals under 18 years of age.

This policy incorporates State Child Labor Law provisions. In case of conflict between City policy and State law, the provisions of State law shall supersede City policy.

## **II. PROVISIONS/RESTRICTIONS**

- A. Any individual under 16 must obtain and present an Employment Certificate prior to employment, except those assigned to work on a supervised City playground.
- B. Time records for the preceding 12 months showing the beginning and ending time of work each day, together with the amount of the meal period must be maintained for 36 months for each employee under 16 years of age.
- C. Employees under 16 years of age must not work more than 8 hours per day; 40 hours per week; six days per week; before 7:00 a.m. or after 7:00 p.m. without a special work permit. However, employees under 16 years of age may be employed as late as 9:00 p.m. on days not followed by a school day.
- D. No individual under 18 years of age may work in the following conditions applicable to City operations:
  1. In any place storing or using explosives, dangerous chemicals, radioactive substances or X-ray equipment;
  2. In any underground work;
  3. In or around excavation, demolition, roofing or wrecking;
  4. Operating, assisting in the operation of or in any manner working around any power driven tools and equipment such as found in shops and excavation and construction sites;
  5. As a driver or helper/passenger on any truck of more than two axles or heavier equipment;
  6. As a driver of any City vehicle.

AMENDS/SUPERSEDES SECTION 311, DATED 2/1/90	REFERENCES	APPROVAL
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Additional restrictions apply to minors under 16 years of age.

Any department or division employing a minor is required to fully disclose to the Personnel Department the conditions under which he/she will be working. Additionally, the minor's supervisor shall consult with the Personnel Department to be fully advised of work restrictions and recordkeeping requirements.

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