

## POLICY

The District shall not employ any youth or child to perform any job that is dangerous to the life, limb, health, or morals of youth.

## RESPONSIBILITY

The **Personnel Officer** is responsible for identifying District positions that would allow employment of a minor.

The **District Manager** and **Fire Chief** are responsible for knowing state and federal hiring laws and ensuring minors are not hired in District positions that do not allow or are not appropriate for employment of a minor.

The **District Manager** and **Fire Chief** are responsible to ensure minors are not directed to perform activities that are prohibited to be performed by minors.

## DEFINITIONS

**Minor**—A child under eighteen (18) years of age and is not legally considered an adult

## PRACTICES

1. No child under fourteen (14) years of age shall be employed by the District performing any job at any time.
2. All District employees between the ages of fourteen (14) and fifteen (15) must obtain a work certificate, as described below.
3. The District will only accept work certificates issued by either:
  - a. The public school superintendent or designee of the school district in which the child resides;
  - b. The chief executive officer or designee of the charter school that the child attends;
  - c. The public or private school principal or designee of the school that the child attends; or
  - d. If the child is home-schooled, a parent of the child.

4. All District employees between the ages of fourteen (14) and fifteen (15) may only be employed by the District to perform the following job duties:
  - a. Office or clerical work;
  - b. Clean-up service at the scene of a fire, only outside of the structure and only after the fire has been declared extinguished by the Incident Commander; and
  - c. Vehicle cleaning, polishing, and washing.
5. All District employees between the ages of fourteen (14) or fifteen (15) employed by the District shall only be scheduled to work:
  - a. Between the hours of 7:00 a.m. to 7:00 p.m. while school is in session or from 7:00 a.m. to 9:00 p.m. while school is not in session;
  - b. For up to three (3) hours on school days or eight (8) hours on non-school days;
  - c. For up to six (6) days a week; and
  - d. For up to forty (40) hours a week while school is not in session.
6. All District employees between the ages of fourteen (14) or fifteen (15) employed by the District may attend lecture classes as part of a formal training program after 7:00 p.m. while school is in session, or after 9:00 p.m. while school is not in session.

7. No child under eighteen (18) years of age shall perform any of the following duties:
- a. Operate any type of hazardous equipment, e.g., pneumatic tools; welders or acetylene cutting tools; woodworking tools such as saws, drills, and grinders; hydraulic jacks; high pressure hose lines; pumps; etc.;
  - b. Perform any job duty requiring fall protection, e.g., working on a roof;
  - c. Operate or perform maintenance on any type of power-driven machinery, e.g., lawn or garden machinery; or
  - d. Operate any District-owned motor vehicle.

#### RELATED POLICIES

Employment 218

#### STATUTORY REFERENCES

RSMo §294  
Fair Labor Standards Act (FLSA)  
29 CFR Part 519, 520; 570.2(a); 570.50-.68; and 570.117-121  
Genetic Information Nondiscrimination Act (GINA)

#### REVISION HISTORY

Revision Date	Author	Revision Details
May 13, 2021	Monte Olsen	Initial version