

**SALT LAKE COUNTY POLICY AND PROCEDURE****MINIMUM EMPLOYMENT AGE****REFERENCE**

Child Labor Requirements in Nonagricultural Occupations under the Fair Labor Standards Act.  
U.S. Department of Labor, WH Publication 1330--Revised July 1984.

U.C.A., Chapter 23, Title 34

Human Resources Policy & Procedure:  
General Definitions

**POLICY**

It is the policy of Salt Lake County to encourage the growth and development of those under the age of 18 by providing work opportunities within Salt Lake County Divisions, Departments or Elected Offices while at the same time adopting safeguards to protect them from certain working hazards in accordance with applicable regulations, codes, etc.

**1.0 YOUTH EMPLOYMENT**

- 1.1 Employment of 14 and 15-year old minors is limited to certain occupations under conditions which do not interfere with their schooling, health, or well-being.
  - 1.1.1 14 and 15-year old minors may not be employed:
    - 1.1.1.1 during school hours, except as provided for in Work Experience and Career Exploration Programs;
    - 1.1.1.2 before 7 a.m. or after 7 p.m. except 9 p.m. from June 1 through Labor Day;
    - 1.1.1.3 more than 3 hours per day on school days;
    - 1.1.1.4 more than 18 hours per week during a school week;
    - 1.1.1.5 more than 8 hours per day on non-school days;
    - 1.1.1.6 more than 40 hours per week during non-school weeks.
- 1.2 Youths 16 years and older are not limited in the number of hours that they may work except as covered employees under the Fair Labor Standards Act.

**2.0 PERMITTED EMPLOYMENT**

- 2.1 Youth 16 years and older may work in occupations that are not hazardous and in occupations involving the use of motor vehicles if licensed to operate the vehicle for such purpose pursuant to State Vehicle Laws and Regulations and such use is incidental to the job.
- 2.2 Youth 14 years and older may work in non-hazardous jobs such as food service or auto maintenance. In general, the use of power-operated tools and equipment is prohibited under the Fair Labor Standards Act for ages 14 and 15.
- 2.3 Individuals under 14 years of age cannot be hired.

**3.0 PERMITTED ACTIVITIES**

- 3.1 Permitted activities for minors ten or older include:
  - 3.1.1 delivery of handbills, newspapers, advertising, and advertising samples;

- 3.1.2 shoe-shining;
- 3.1.3 gardening and lawn care involving no power-driven lawn or snow removal equipment;
- 3.1.4 caddying;
- 3.1.5 any volunteer activity not determined harmful by the Labor Commission.
- 3.2 Permitted activities for minors 12 or older include:
  - 3.2.1 the sale and delivery of periodicals;
  - 3.2.2 door-to-door sale and delivery of merchandise;
  - 3.2.3 baby-sitting;
  - 3.2.4 non-hazardous agricultural work;
  - 3.2.5 any other volunteer activity not determined harmful by the Labor Commission.
- 3.3 Permitted activities for minors 14 or older include:
  - 3.3.1 retail food services;
  - 3.3.2 automobile service stations, except for the operation of motor vehicles and the use of hoists;
  - 3.3.3 public messenger service;
  - 3.3.4 janitorial and custodial service;
  - 3.3.5 lawn care;
  - 3.3.6 the use of approved types of vacuum cleaners, floor polishers, power lawn mowers, and sidewalk snow removal equipment;
  - 3.3.7 other similar volunteer work as approved by the Labor Commission. (In general, the use of power operated tools and equipment is prohibited by Utah State law for youth under 16.)
- 3.4 Permitted activities for youth 16 years and older include endeavors that are not hazardous and do not involve the use of motor vehicles unless licensed to operate the vehicle for such purpose pursuant to State Vehicle Laws and Regulations.

#### 4.0 HAZARDOUS OCCUPATIONS

- 4.1 The following list depicts employment not permissible for youth between the ages of 14 and 18. Specific occupations determined to be particularly hazardous by the U.S. Department of Labor and not permissible employment for minors under age 18, and so adopted by the State Law and Salt Lake County are:
  - 4.1.1 Motor vehicle drivers and helpers (with exceptions).
  - 4.1.2 Operation of power driven woodworking machines.
  - 4.1.3 Jobs involving exposure to radioactive substances and to ionizing radiations.
  - 4.1.4 Operation of power driven hoisting apparatus.
  - 4.1.5 Operation of power driven, metal forming, punching and shearing machines.
  - 4.1.6 Operation of circular saws, band saws, and guillotine shears.
  - 4.1.7 Wrecking, demolition and shipbreaking operations.
  - 4.1.8 Roofing operations.
  - 4.1.9 Excavation operations.
- 4.2 The following list, intended as a guide for the placement of youth under the County's Summer Youth Program, depicts employment not permissible for youths between the ages of 14 and 18.

- 4.2.1 Meat Processing Operations.
- 4.2.2 Operation of certain power driven bakery machines.

**5110**

- 4.2.3 Operation of certain power driven paper-cutting machines.
- 4.2.4 Manufacture of brick, tile and clay products.
- 4.3 Other occupations not directly applicable to County employment may be prohibited under the appropriate Department of Labor regulations.

**5.0 PROCEDURE**

Because of restrictions regarding pre-employment questions, ages of prospective applicants cannot be asked until after an offer of employment has been made. Job offers made to individuals who do not meet minimum age guidelines, set forth herein, will be withdrawn.

**6.0 GENERAL REQUIREMENTS**

- 6.1 It will be the responsibility of all Departments, Divisions and Elected Offices to insure that general employment is limited to individuals 18 years of age or older.
- 6.2 It will be the responsibility of the Human Resources Division to monitor this procedure, in coordination with the specific Department, Division or Elected Office, to insure that individuals are hired in conformance with the Fair Labor Standards Act as defined for child labor.
- 6.3 Divisions, Departments or Elected Offices who are hiring individuals under the age of 16 are required to obtain birth certificates or lists of students with their dates of birth from the appropriate school districts before any work is performed.

APPROVED AND PASSED THIS 15<sup>TH</sup> DAY OF JULY, 2008