

Employment of Minors

Applies to: All current and prospective employees under the age of 18

Policy Statement:

The College follows state and federal laws governing the employment of minors.

Per New Hampshire law, children between the ages of 16 and 18 must have written permission from a parent or legal guardian for his or her child to work. Youth work certificates are required for employees between the ages of 14 and 16. Both youth work certificates and parental permission notes must be sent to the Payroll Office before employment actually begins.

Under no circumstances may a person under the age of 14 be employed at Dartmouth. Children between the ages of 14 and 15 are limited to certain types of working conditions and hours, especially during school weeks. Employees with specific concerns about conditions and hours should contact the Office of Human Resources.

Definitions and Regulations:

The Payroll Authorization Form, used to enter an employee into the payroll system, will not be approved unless the above conditions are met. Youth work certificates may be obtained from the child's high school. There are certain limitations on the work youths are allowed to perform.

Please refer to the New Hampshire Department of Labor Web site for details:

<https://www.nh.gov/labor/inspection/wage-hour/youth-employment.htm>

Note: Dartmouth College students under the age of 18 are covered by the same requirements.

Procedure:

Youths can acquire a New Hampshire youth employment certificate following an offer of employment. The employer should give them a completed Request for Child Labor Form. The youth should bring that to his or her local school or superintendent's office, which will issue the certificate to be brought back to the employer. All completed forms should be sent to the Payroll Office.

Documentation:

A list of frequently asked questions regarding youth labor in New Hampshire can be found at:

<https://www.nh.gov/labor/faq/youth-employment.htm>

N.H. Department of Labor Youth Employment forms can be found at the following link:

<https://www.nh.gov/labor/inspection/forms.htm#youth>