

MEMORANDUM

To: Campus Presidents, Vice Presidents, Deans, Directors, Chairs, HR Partners, and Children on Campus Committee members.

From: Tracey Morris, Director, Talent Strategy

Re: Hiring of Minors

WVU Division of Talent and Culture's Talent Strategy oversees the hiring of minors at West Virginia University and WVU Research Corporation, and has the final authority to evaluate each request and make hiring decisions deemed appropriate for each individual circumstance and in accordance with [BOG Rule 1.7](#)

1. Any minor hired by the University must be either a current or admitted student of WVU.
2. The minor must always be in the presence of an adult supervisor during their shift. For example, a minor would not be permitted to monitor a residence hall alone or oversee a facility, class, etc., while their supervisor is elsewhere.
3. A minor employee is not to have care, supervision, guidance, or control of other minors.
4. In addition to complying with all relevant State and Federal labor laws, minor employees will not be permitted to perform the following types of work to reduce risk to minor and University:
 - a. Operating power-driven equipment such as balers, commercial dish washers, compactors, etc.
 - b. Operating automatic slicers or knives.
 - c. Work in an academic lab or other location where he/she may have access or be exposed to chemicals or toxic substances.

Talent Strategy will audit all minor hires once every 6 months to ensure no minor has been hired without approval.

Note: WVU Parkersburg hiring of minors requests are not considered by WVU Talent Strategy, and are instead evaluated and approved or denied by the WVU Parkersburg Office of Human Resources.