

## **GUIDELINES**

### **HIRING FOR SUMMER EMPLOYMENT AND MINIMUM AGE FOR EMPLOYMENT**

Preference for summer employment at SLU is given to members of the following groups:

- > SLU students
- > Seasonal SLU employees
- > Children of SLU employees

We will honor these priorities as best allowed by the needs and timing of the open positions.

Recommendations on hiring for summer employment can be made by departments. Human Resources will make the final decision based upon department needs and priority listing.

SLU students apply through the Financial Aid Office in Payson Hall, 229-5265.  
All others apply through the Human Resources office in Vilas Hall, G6, 229-5596.

## **GUIDELINES MINIMUM AGE FOR EMPLOYMENT**

The University adheres to all State and Federal regulations regarding the employment of those under the age of 18. These guidelines specify what types of jobs and the hours of work a minor child may perform. Some of the limitations are listed below. A complete listing can be obtained from the Human Resources Department, Vilas Hall G6 (229-5596). Please contact Human Resources for all inquiries relating to employment of a child under the age of 18.

- > Minors under 16 years of age may NOT be employed at any time.
- > Minors under the age of 18 must provide working papers. These can be obtained from the High School nurse.
- > Minors under the age of 18 may not work in hazardous environments or operate machinery (i.e.: lawn mowers, dish washing machines etc.). Please contact Human Resources for a complete listing of prohibited occupations.
- > Human Resources will determine if a position is appropriate for a minor child.