



<input checked="" type="checkbox"/> Administrative Policy
<input type="checkbox"/> Operational Policy

## Clackamas County Policy

Name of Policy	<b>Employment Of Minors</b>	Policy #	EPP 28
Policy Owner Name	Evelyn Minor-Lawrence	Effective Date	12/31/92
Policy Owner Position	Human Resources Director	Approved Date	2/28/2024
Approved By	Gary Schmidt, County Administrator	Last Review Date	10/01/95, 11/01/98, 03/10/15
		Next Review Date	2/28/2027

### I. PURPOSE AND SCOPE

This policy describes the legal requirements (reference OAR 839-021-006 through 0500) and County policy regarding the hiring of minors for any position, including regular and temporary status positions.

This policy applies to departments who employ minors and all employees who are minors.

### II. AUTHORITY

County Code 2.09.060 authorizes the County Administrator to draft administrative rules and implement operational policies.

### III. GENERAL POLICY

Clackamas County requires managers and supervisors to ensure strict compliance with all labor laws and rules linked below.

### IV. DEFINITIONS

Minor: Children who are 14-17 years of age.

### V. POLICY GUIDELINES

#### Employer's Certificate

Employers of minors are required to apply for an Annual Employment Certificate. The Annual Employment Certificate application must be filed and renewed annually. The application will be completed by Human Resources on behalf of the County and filed with the Bureau of Labor and Industries-Child Labor Unit to cover all minor child employment for the County.

The following information is required to complete the Annual Employment Certificate application for minors:

- the estimated number of minors to be employed in the next 12-month period,
- the number of minors employed during the last 12-month period,
- if any of the minors will be under the age of 16 during the filing period,
- a description of the duties to be performed by minors,
- any machinery the minors will operate or assist in the operation of,
- and all work locations for minors.

When the certificate is approved, it authorizes the County to hire minors for the duties described for a period of one (1) year. This certificate will have a renewal date one year from the date of the issuance of the certificate and will be distributed to all departments currently hiring minors.

All departments who employ minors will display a copy of this certificate in a conspicuous (with employment policies) location.

### **Changes in Duties to Annual Employment Certificate**

The County is responsible to report any changes to the certificate by filing a Notice of Change in Duties form within 15 days of the change. Any department that needs to add additional duties to the certificate will notify Human Resources in writing prior to making the change. Human Resources will complete the Notice of Change form and file it with the Bureau of Labor and Industries-Child Labor Unit. Updates to the certificate will be forwarded to County departments as issued.

## **VI. PROCESS AND PROCEDURES**

### **Minor Age Verification**

At the time of hire, it is the responsibility of the hiring department to verify the age of the minor through a proof of age document. The hiring department will submit a form documenting the type of document used to Human Resources to be filed in the employee's personnel record.

The list of acceptable proof of age documents can be found on the Oregon Secretary of State website under [OAR--839-021-0185](#).

### **Summary of Child Labor Laws**

Please see the links below to view the summary sheet and other information from the Bureau of Labor and Industries for hours and business restrictions.

## **VII. ACCESS TO POLICY**

Access to this administrative policy shall be as follows:

- Filed in PowerDMS.
- Posted to the County's intranet.
- Posted to the County's internet.

## **VIII. RESOURCES**

For questions related to this policy, please contact Human Resources.

See also:

[BOLI: Child labor law summaries and fact sheets: For Employers](#)

[BOLI: Summary of Child Labor Laws](#)

[Rules Regulating the Employment of Minors in Oregon](#)

[Child Labor Home Page](#)