

## MINORS IN THE WORKPLACE

Whitman College may employ minors and assign them duties in accordance with [WAC 296-125](#).

The following conditions must be met in order to employ minors age 14<sup>1</sup> – 16 at the College

- Obtain, keep current and post in a visible location valid minor work permit endorsements issued by the Department of Labor and Industries
  - Obtain, keep current and post separate minor work permit endorsements for each separate workplace at which minors are employed (e.g. main campus, Johnston Wilderness Campus<sup>2</sup>)
- Obtain and keep on file a completed parent/school authorization form for each minor employed
- Obtain and keep on file any variances issued according to variance and/or special variance sections of 296-125
- Bona fide unpaid work-based learning programs must be approved by the office of the superintendent of public instruction or a local school district
  - Minor work permit endorsements are not required for approved programs
- Assign work hours in accordance with [WAC 296-125-027](#)
- Provide meal and rest breaks in accordance with [WAC 296-125-0285](#) or [WAC 296-125-0287](#), as applicable
- Keep records in accordance with [WAC 296-125-0275](#)
- Assign and allow only duties which do not conflict with the restrictions and prohibitions detailed at [WAC 296-125-030](#) and [WAC 296-125-033](#)
- Minimum wage for minor employees shall be in accordance with [WAC 296-125-043](#)

---

<sup>1</sup> Pursuant to RCW [26.28.060](#), a written order issued by a judge of a superior court of the county in which a minor lives is a prerequisite to the hiring, not otherwise prohibited by federal law, of any minor under the age of fourteen for any labor in or in connection with any store, shop, factory, mine, or inside employment other than inside employment connected with farm or housework. All other sections of this program also apply.

<sup>2</sup> State of Oregon rules also apply at JWC <https://www.oregon.gov/BOLI/Pages/index.aspx>