

**POLICY NAME** HIRING AGE REQUIREMENTS

**POLICY NUMBER** 2.1.4

**CATEGORIES**

**DATE PROPOSED:** 8/10/18

**DATE OF VOTE:** 8/22/18

**ACCEPT (Y/N):** Y

The minimum age for employment at the Ice Sports Center (ISC) is 16 years old. In addition, the MIC will comply with all Federal and Alabama statutes regarding child labor and hiring age, including the following:

1. Minors 16-17-18 years old who are enrolled in public or private school may not work between the hours of 10pm and 5am on any night preceding a school day when school is in session.
2. The MIC will maintain Alabama Department of Labor Employee Information Forms, proof of age, and time records showing the number of hours worked each day, starting and ending times and break times for each employee 18 years of age and younger.
3. The ISC will display current official Alabama Child Labor Law poster in a location visible to all employees.
4. The ISC will maintain a current Alabama Class II Child Labor Certificate, allowing for the employment of minors 16-17 years old, and display such certificate in a conspicuous place.

**COMMENTS:** Supersedes Policy # 68