



ADMINISTRATIVE PROCEDURES

Procedure Number: 23-31

Effective Date: 09/19/07

Revision Date: _____

C. Dalutsky
County Administrator

SUBJECT: **MINIMUM HIRING AGE**

DEPARTMENT RESPONSIBLE: **Human Resources Department**

I. STATEMENT

This Administrative Procedure (AP) establishes the requirements for hiring individuals under eighteen (18) years of age in order to ensure compliance with the federal Fair Labor Standards Act (FLSA) and Arizona Revised Statutes (ARS) § 23-230 *et seq.* This procedure does not change Pima County AP 3-22 - Internship Programs.

Pima County departments will not directly hire persons under the age of eighteen (18), except as specified in this or other county administrative procedures (e.g., AP 3-22) or other county rules, policies or procedures.

II. PROCEDURES

- A. Except as excluded by this procedure, applicants for Pima County employment must be at least eighteen (18) years of age. Human Resources will extract the applications of individuals who indicate they are under the age of eighteen (18).
- B. If an applicant under eighteen (18) applies for a position, that individual will be referred to Community Services to see if there is an existing program for which the applicant may be considered.
- C. Applicants under age eighteen (18) may be hired into the Summer Youth Employment programs and other youth programs authorized by the Board of Supervisors. All programs must comply with ARS § 23-231 through § 23-235, child labor laws and Board of Supervisors Policy D.23.16.
- D. Exceptions:
 - 1. An exception to this AP is made for the Lifeguard classification(s) which require applicants to hold appropriate certification on the date of appointment.
 - 2. Summer Youth Workers are excepted because they are part of an officially sanctioned Community Services program.

III. RESPONSIBILITIES

- A. All departments are responsible for ensuring that they do not hire persons under the age of eighteen (18) unless the hiring conforms to this administrative procedure.
- B. Human Resources will monitor the ages of those hired and notify the department if it inappropriately hires anyone under the age of eighteen (18).
- C. The County Administrator will notify the department as to the appropriate action to be taken.

IV. GUIDANCE

Any questions regarding this administrative procedure should be directed to Human Resources, Employment Rights.