

**PROCEDURE 203-3**  
**EMPLOYMENT OF MINORS**

**Effective 05-01-2021, Resolution No. 014-21**

To ensure compliance with federal and state child labor laws, no individual under the age of 18 may be hired without first consulting the Department of Human Resources, with the following exceptions:

- Page positions at the Johnson County Library.
- Certain seasonal positions with the Johnson County Park and Recreation District (JCPRD) subject to the approval of its Human Resources Department.

Minors may not be employed in hazardous positions or perform hazardous duties. Minors may not drive County vehicles or drive personal vehicles on County business, except with advance approval of the Risk Management Department or, if employed by JCPRD, with advance approval of the JCPRD Department of Human Resources.

The Department of Human Resources will provide guidance to departments/agencies/offices on positions and duties that legally can be performed by minors and any restrictions or limitations required.