

High school and college students enrolled in non-University System of Georgia (USG) schools have the opportunity to gain valuable experience by working in Georgia Tech's offices and laboratories. In collaboration with a cross-campus taskforce, Georgia Tech Human Resources (GTHR) has established guidelines, position descriptions, compliance standards, and requisite training requirements for these students.

What is a Non-University System of Georgia Student?

A Non-USG Student is a high school or college student currently enrolled in a high school or a college/university outside of the USG. High school students must be a minimum of 16 years of age and working during a school break or participating in a school-approved program. Non-USG students will be classified as a Tech Temp and should be hired using the online Tech Temp process. The Board of Regents (BoR) defines temporary employment as short in duration to address business needs.

Duration of Employment:

These guidelines refer to temporary employment only during the summer term and recognized school breaks. When processing PSFs for Non-USG Student employees, there must be a start date AND an end date within that term. Non-USG Students needing employment extended beyond the summer must be termed and then rehired under the standard Tech Temp process.

Board of Regents Process/Procedures

In accordance with the [Board of Regents Human Resources Administrative Practice Manual](#), each institution shall establish procedures to implement and comply with this policy. Generally, the minimum age for hire into a regular position an institution within the USG is eighteen (18) years of age. Each institution may allow departments to hire persons' age sixteen (16) and seventeen (17) into temporary positions during recognized school breaks under the following conditions. Any department considering hiring an individual under the age of eighteen (18) must coordinate this through the Human Resources Office. (http://www.usg.edu/hr/manual/age_criteria)

Policies/Guidelines:

1. Minor participants must have the attached Parental Release form completed and signed by their parent(s)/guardian(s).
2. Employees working one-on-one with a minor participant should be subjected to background screening, per Section 2.3 in the [Institute's Child Abuse Prevention Policy](#).
3. All Georgia Tech employees and volunteers should be provided with a copy of the [General Procedures for Working with Minors](#).
4. All Georgia Tech employees and volunteers should be provided with a copy of the [Mandatory Reporting of Child Abuse Policy](#), along with the "Certification of Understanding: Mandatory Reporting of Child Abuse" document to sign and return (see attached).

Minors in the Lab

In accordance with [Georgia Tech Environmental Health & Safety](#) (EHS) and the [Board of Regents Human Resources Administrative Practice Manual](#), if a minor is employed or volunteering in a lab or any environment that could be considered hazardous (laboratory, machine shop, etc.), certain requirements must be met:

- Hiring manager has to coordinate with EHS.
- Direct supervisor will have constant line-of-sight supervision of the minor at all times while in the lab.
- A minor cannot be employed in any setting involving exposure to radioactive substances or explosive materials.
- No minors under the age of 16 may be employed to work in a lab or hazardous environment.

The hiring or volunteer manager must contact EHS and complete the [Application for Authorization of Minor to Work or Volunteer in a Laboratory or Other Hazardous Area](#).

The parent/legal guardian of the minor must complete the [Parental Request to Participate Release and Waiver Agreement](#) and the [Consent for Minor's Presence in Lab](#) and return them to the hiring or volunteer manager.

Authorization from EHS must occur prior to start of work in the lab or hazardous environment. EHS will notify the department and send them the approved forms.

Job Descriptions:

Hiring departments should use one of the following job titles for Non-University System of Georgia students:

- ***High School Tech Temp***
- ***Non-University System of Georgia Undergraduate Tech Temp***
- ***Non-University System of Georgia Graduate Tech Temp***

The job descriptions are designed for high school or Non-University System of Georgia college students with little to no work experience and will be available in the ATS-Taleo system. Appropriate training should take place prior to the hire date.

Training:

Georgia Tech staff/faculty, students, and volunteers working one-on-one with minors (alone and out of view of other adults) are required to be trained every three years. High school students under the age of 18 employed as Tech Temps would likely be covered by the [Georgia Tech Child Abuse Prevention Policy](#).

Georgia Tech Human Resources offers a [“Stewards of Children” child abuse prevention training class](#). Please contact Brantley Easton to set-up a training (brantley.eaton@ohr.gatech.edu).