

# WORK PERMIT APPLICATION SYSTEM

EMPLOYERS & STUDENTS

PLEASE READ CAREFULLY!

**Step one:** Student picks up Work Permit application in the Career Center. **Sign** page one acknowledging the 2.0 GPA requirement. Fill out minor/student section on page two and give to employer.

**Step two:** Employer completes their section on page two and returns to student.

**Step three:** Parent reviews all Work Permit application information, especially high school GPA requirement and hours of work and pay listed by employer. **Sign** page one acknowledging GPA requirement and Parent/Guardian section on page two. *Note: Check carefully! Incomplete applications will not be processed.*

**Step four:** Student returns completed Work Permit application to Career Center.

**Step five:** Allow 48 hours for completion of Work Permit. Return to Career Center and the Work Permit will be in the metal box on the counter.

**STATEMENT OF INTENT TO EMPLOY MINOR AND REQUEST FOR WORK PERMIT**

**IMPORTANT**

Students:

BP 5112.4

Attendance

Part-Time Employment

The Board of Trustees recognizes that part-time employment can give students needed supplementary income, valuable work experience, and enhanced self esteem. However, the Board also believes that outside employment should neither interfere with students' educational progress nor impair their health. In accordance with law, students must obtain work permits from school authorities before accepting employment. The Superintendent or designee shall issue work permits only as allowed by law and only to the extent that outside employment does not significantly interfere with the student's school work. **Student granted work permits must demonstrate and maintain satisfactory grades (minimum 2.0 G.P.A.) and satisfactory attendance.**

Policy adopted October 8, 2003

Santa Maria Joint Union High School District, Santa Maria CA 93454

**Please sign and date acknowledging you have read and understand the above.**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**STATEMENT OF INTENT TO EMPLOY MINOR AND REQUEST FOR WORK PERMIT**

A "Statement of Intent to Employ Minor and Request for Work Permit" form must be completed before a "Permit to Employ and Work" form (CDE B1-4) can be issued to a minor. (California *Education Code* 49110.1[c])

(Print Information)

**For Minor to Complete**

Minor's Name ( <i>First and Last</i> )		Home Phone	
Birth Date	Social Security Number	Grade	Age
Home Address		City	Zip Code

**School Information**

School Name	School Phone	
School Address	City	Zip Code

**To be filled in and signed by employer** (Please review the General Summary of Minors' Work Regulations on reverse.)

Business Name or Agency of Placement	Business Phone	
Business Address	City	Zip Code

Describe nature of work to be performed: \_\_\_\_\_

*In compliance with California labor laws, this employee is covered by worker's compensation insurance. This business does not discriminate unlawfully on the basis of race, ethnic background, religion, sex, sexual orientation, color, national origin, ancestry, age, physical handicap, or medical condition. I hereby certify that, to the best of my knowledge, the information herein is correct and true.*

Employer's Name ( <i>Print First and Last</i> )	Employer's Signature	Date
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**To be filled in and signed by parent or legal guardian**

*This minor is being employed at the place of work described with my full knowledge and consent. I hereby certify that to the best of my knowledge and belief, the information herein is correct and true. I request that a work permit be issued.*

Parent or Legal Guardian's Name ( <i>Print First and Last</i> )	Parent or Legal Guardian's Signature	Date
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**For authorized work permit issuer use ONLY**

Maximum number of hours of employment when school is in session:

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Proof of Minor's Age ( <i>Evidence Type</i> )				<b>Check Permit Type:</b> 1. * Full-time _____ 3. *** Workability _____ 2. ** Work Experience _____ 4. Restricted _____ Education, Vocational _____ 5. General _____ Education, or Personal _____ Attendant _____			
Verifying Authority's Name and Title ( <i>Print</i> )							
Verifying Authority's Signature							

\*EC 49130 | \*\* Special Education Grant | \*\*\* Permit type defined by local school  
Copy-District or County Superintendent; Employer; Parent or Legal Guardian

(Over)

**STATEMENT OF INTENT TO EMPLOY MINOR AND REQUEST FOR WORK PERMIT****General Summary of Minors' Work Regulations**

FLSA-Federal Labor Standards Act, CDE-California Department of Education, EC-California *Education Code*, LC-California *Labor Code*

**If federal laws, state laws, and school district policies conflict, the more restrictive law (the one most protective of the minor) prevails. (FLSA)**

Employers of minors required to attend school must complete a "Statement of Intent to Employ Minor and Request for Work Permit" (CDE B1-1) for the school attendance for each such minor. (EC 49162)

Employers must retain a "Permit to Employ and Work" (CDE B1-4) for each such minor. (EC 49161)

Work permits (CDE B1-4) must be retained for three years and be available for inspection by sanctioned authorities at all times. (EC 49164)

A work permit (CDE B1-4) must be revoked whenever the issuing authority determines the employment is illegal or is impairing the health or education of the minor. (EC 49164)

A day of rest from work is required in every seven days, and shall not exceed six days in seven. (LC 551, 552)

Minors under the age of 18 may not work in environments declared hazardous or dangerous for young workers, examples listed below: (LC 1285–1312)

1. Explosive exposure
2. Motor vehicle driving/outside helper
3. Roofing
4. Logging and sawmilling
5. Power-driven woodworking machines
6. Radiation exposure
7. Power-driven hoists/forklifts
8. Power-driven metal forming, punching, and shearing machines
9. Power saws and shears
10. Power-driving meat slicing/processing machines

**HOURS OF WORK**

<b>16 &amp; 17 Year Olds</b>	<b>14 &amp; 15 Year Olds</b>	<b>12 &amp; 13 Year Olds</b>
Must have completed 7 <sup>th</sup> grade to work while school is in session. (EC 49112)	Must have completed 7 <sup>th</sup> grade to work while school is in session (EC 49112)	Labor laws generally prohibit non-farm employment of children younger than 14. Special rules apply to agricultural work, domestic work, and the entertainment industry. (LC 1285–1312)

**School In Session**

4 hours per day on any schoolday (EC 49112; 49116; LC 1391) 8 hours on any non-schoolday or on any day preceding a non-schoolday. (EC 49112; LC 1391) 48 hours per week (LC 1391) WEE students & personal attendants may work more than 4 hours on a schoolday, but never more than 8. (EC 49116; LC 1391, 1392)	3 hours per schoolday outside of school hours (EC 49112, 49116; LC 1391) 8 hours on any non-schoolday No more than 18 hours per week (EC 49116; LC 1391) WEE students may work during school hours & up to 23 hours per week. (EC 49116; LC 1391)	2 hours per schoolday and a maximum of 4 hours per week. (EC 49112)
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**School Not In Session**

8 hours per day (LC 1391, 1392) 48 hours per week (LC 1391)	8 hours per day (LC 1391, 1392) 40 hours per week (LC 1391)	8 hours per day (LC 1391, 1392) 40 hours per week (LC 1391)
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**Spread of Hours**

5 a.m.–10 p.m. However, until 12:30 a.m. on any evening preceding a non-schoolday (LC 1391) WEE students, with permission, until 12:30 a.m. on any day (LC 1391.1) Messengers: 6 a.m.–9 p.m.	7 a.m.–7 p.m., except that from June 1 through Labor Day, until 9 p.m. (LC 1391)	7 a.m.–7 p.m., except that from June 1 through Labor Day, until 9 p.m. (LC 1391)
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**For more information** about child labor laws, contact the U.S. Department of Labor at <http://www.dol.gov/>, and the State of California Department of Industrial Relations, Division of Labor Standards Enforcement at <http://www.dir.ca.gov/DLSE/dlse.html>.