

# Work Permit Application Packet

(16-17 years old)

Complete the Work Permit Application Packet AFTER you have been offered a job.

- Page 2: "Statement of Intent to Employ a Minor" must be completed and signed by the student, parent AND employer. Social security number must be included and signatures are required.
- Page 3: "Summary Chart" to be reviewed by student, parent and employer.
- Page 4: "Student Work Permit Agreement" to be read, initialed and signed by student.
- Page 5: "Parent Work Permit Agreement" to be read, initialed and signed by parent.
- Page 6: "Employer Work Permit Agreement" to be read, initialed and signed by employer.

The completed packet can be turned in to the Career Center (Room 28) or emailed to Mrs. Geddes at [vicki-geddes@scusd.edu](mailto:vicki-geddes@scusd.edu). Feel free to email or call 916-395-5050, x503020 with any questions.

**STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR A WORK PERMIT—CERTIFICATE OF AGE**

CDE Form B1-1 (Rev. 02-14)

A "STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR A WORK PERMIT—CERTIFICATE OF AGE" form (CDE Form B1-1) shall be completed in accordance with California *Education Code* 49162 and 49163 as notification of intent to employ a minor. This form is also a Certificate of Age pursuant to California *Education Code* 49114.

(Print Information)

**Minor's Information**

Minor's Name (First and Last)	Home Phone	Grade
Home Address	City	Zip Code
Birth Date	Social Security Number	Age
		Student's Signature

**School Information**

C.K. McClatchy High School	(916) 395-5050	
School Name	School Phone	
3066 Freeport Blvd.	Sacramento	95818
School Address	City	Zip Code

**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.*

Parent's Name (Print First and Last)	Parent's Signature	Date
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**To be filled in and signed by employer**

Business Name or Agency of Placement	Business Phone	Supervisor's Name
Business Address	City	Zip Code
Employer's Maximum Expected Work Hours: _____ hours per day _____ hours per week		
Describe nature of work to be performed: _____		

*In compliance with California labor laws, this employee is covered by workers' 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 (Print First and Last)	Employer's Signature	Date
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<b>For authorized work permit issuer use ONLY</b>															
Maximum number of work hours when school is in session:								Maximum number of work hours when school is not in session:							
4	4	4	4	8	8	8	48	8	8	8	8	8	8	48	
Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total
Proof of Minor's Age (Evidence Type)								<b>Check Permit Type:</b> <input type="checkbox"/> Full-time <input type="checkbox"/> Restricted <input checked="" type="checkbox"/> General <input type="checkbox"/> Work Experience <input type="checkbox"/> Education, Vocational Education, or Personal Attendant <input type="checkbox"/> Workability							
Verifying Authority's Name and Title (Print)															
Verifying Authority's Signature															

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>.

*Special rules or provisions, which may be important to you, may not be included in these summaries. Where doubt remains, you should consult the Division of Labor Standards Enforcement for details on California laws or the Wage and Hour Division of the U.S. Department of Labor for details on federal laws*

### SUMMARY CHART

	<b>Ages 16 and 17</b> Must have completed 7 <sup>th</sup> grade to work while school in session. (EC 49112)	<b>Ages 14 and 15</b> Must have completed 7 <sup>th</sup> grade to work while school in session (EC49112)	<b>Ages 12 and 13</b>
<b>SCHOOL IN SESSION*</b>	4 hours per day on any schoolday** [EC 49112, 49116, LC 1391(a)(4)]  8 hours on any non-schoolday or on any day preceding a non-schoolday. [EC 49112, LC 1391(a)(3)]  48 hours per week [LC 1391(a)(3)]  WEE students and personal attendants*** may work more than 4 hours on a schoolday, but never more than 8. [EC 49116, LC 1391(a)(4)(A)]	3 hours per schoolday outside of school hours [EC 49112, 49116; LC 1391(a)(2)]  8 hours on any non-schoolday [LC 1391(a)(1)]  18 hours per week [EC 49116, LC 1391(a)(2)]  WEE students may work during school hours and up to 23 hours per week. [EC 49116, LC 1391(a)(2)]	May be employed only during school holidays and vacations (usually construed to include weekends). May never be employed on any schoolday, either before, during, or after school. [EC 49111]  Daily and weekly work hour maximums while school is in session are not specified in statute, but may not exceed the maximum allowed when school is not in session or the maximum stated on permit. [LC 1391]  Not eligible for WEE programs. [EC 49113]
<b>SCHOOL NOT IN SESSION</b>	8 hours per day [LC 1391(a)(3)]  48 hours per week [LC 1391(a)(3)]	8 hours per day [LC 1391(a)(1)]  40 hours per week [LC 1391(a)(1)]	8 hours per day [LC 1391(a)(1)]  40 hours per week [LC 1391(a)(1)]
<b>SPREAD OF HOURS</b>	5 a.m. – 10 p.m. However, until 12:30 a.m. on any evening preceding a nonschoolday [LC 1391(a)(3)]  WEE students, with permission, until 12:30 a.m. on any day [LC 1391.1]  Messengers: 6 a.m. – 9 p.m. [LC 1297]	7 a.m. – 7 p.m., except that from June 1 through Labor Day, until 9 p.m. [LC 1391(a)(1)]	7 a.m. – 7 p.m., except that from June 1 through Labor Day, until 9 p.m. [LC 1391(a)(1)]

STATUTE	PENALTY
EC 49111, 49112, 49116	Misdemeanor. Fine, imprisonment, or both. EC 49182]
LC 1297	Misdemeanor. Fine, imprisonment, or both [LC 1303]
LC 1391	Fine, imprisonment, or both. [LC 1391(c)] Third and subsequent violations, Class A, violation, fine \$5,000 - \$10,000 [LC 1288] Misdemeanor [LC1303] \$5,000 - \$10,000. [LC 1288] Misdemeanor.[1303]
LC 1392	Class A violation \$5,000 - \$10,000. [LC1288] (Minor must be a ward or apprentice.) Misdemeanor [LC 1392]

Permits shall be subject to cancellation by school officials or the Labor Commissioner if the conditions for the legal issuance of the permit or certificate of age do not exist or did not exist at the time the permit or certificate was issued. A permit to work shall be revoked by the issuing authority when he is satisfied that the employment of the minor is impairing the health or education of the minor, or that any provision or condition of the permit is being violated, or that the minor is performing work in violation of any provision of law. [LC 1300; EC 49164]

With few exceptions, all employees are entitled to one day's rest in seven. [LC 551, 552] Days of rest may be accumulated, provided, that in each calendar month the employee receives the equivalent of one day's rest in seven. [LC 554] A violation of Sections 551, 55 and/or 554 is a misdemeanor. [LC 553] School attendance is not considered work time.

\*Statutes governing work hours for 14- and 15-year-olds use the phrase, "while school is in session", for the three-hour day, 18-hour week. California provides no precise definition of this phrase. However, the phrase is also used in federal regulations from which California's standard is derived. [29 CFR 570.35(a)] The U.S. Department of Labor considers the phrase "when school is in session" to mean the scheduled schooldays of the public school system in the county where the minor resides. A school week under federal standards is any week during which school is in session for at least one day. Thus, school is considered in session during any week that has at least one scheduled schoolday. Since the school session is derived from the schedule for the county's public schools, school may be considered in session for a minor who attends a private school that is closed during the summer if the public schools are in session at that same time.

\*\*A "schoolday" is any day that the minor is required to attend school for 240 minutes or more. [ LC 1391(b)]

\*\*\*"Personal attendant" is defined in IWC Order 15-2001, Section 2(J). Also see "Household Occupations" in Chapter 7 of this booklet.

## STUDENT Work Permit Agreement

Student Name: \_\_\_\_\_

Please INITIAL each paragraph and then sign and date at the bottom of the page.

\_\_\_\_\_ I understand that a Work Permit is a privilege, not a right, and that if I fail to maintain the criteria needed to hold a valid Work Permit, my permit will be revoked or not renewed when it expires, and my employment will be immediately terminated.

\_\_\_\_\_ Work Permit maintenance criteria entails no more than 18 unexcused period absences per semester and no F's from the time the permit is issued.

\_\_\_\_\_ If I fail to uphold the Work Permit maintenance criteria and my permit is revoked, no additional work permits will be issued until my grades (no F's) and attendance (no unexcused absences) have shown improvement over a period of 30 days.

\_\_\_\_\_ Under no circumstances should I be scheduled to work during school hours. (Minors cannot legally be forced to work during school. If an employer threatens or intimidates a minor to work during school, immediately contact [vicki-geddes@scusd.edu](mailto:vicki-geddes@scusd.edu) or 916-395-5050 x503020).

\_\_\_\_\_ If it is discovered that I am missing class because of work, my work permit will be revoked and my employer will be reported to the Department of Labor for violating child labor laws.

\_\_\_\_\_ My school schedule and all my classes (including 0 period, 7<sup>th</sup> period, Peer Tutoring, College Classes, synchronous and asynchronous time) are all mandatory and require my attendance and full participation. My work hours CANNOT be during those hours or make me late for class. If I "drop a class" my employer must obtain confirmation from my school by calling 916-395-5050, x503020 prior to making adjustments to my work schedule.

\_\_\_\_\_ I cannot legally perform duties that present the substantial probability of death or serious physical harm to me even if I volunteer. If my employer pressures or attempts to pressure me into doing such tasks, it is a violation of child labor law.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## PARENT Work Permit Agreement

Student Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Please INITIAL each paragraph and then sign and date at the bottom of the page.

\_\_\_\_\_ I understand that a Work Permit is a privilege, not a right, and that if child fails to maintain the criteria needed to hold a valid Work Permit, the permit will be revoked or not renewed when it expires, and employment will be immediately terminated.

\_\_\_\_\_ Work Permit maintenance criteria entails no more than 18 unexcused period absences per semester and no F's from the time the permit is issued.

\_\_\_\_\_ If my child fails to uphold the Work Permit maintenance criteria and the permit is revoked, no additional work permits will be issued until grades (no F's) and attendance (no unexcused absences) have shown improvement over a period of 30 days.

\_\_\_\_\_ Under no circumstances should my child be scheduled to work during school hours. (Minors cannot legally be forced to work during school. If an employer threatens or intimidates a minor to work during school, immediately contact [vicki-geddes@scusd.edu](mailto:vicki-geddes@scusd.edu) or 916-395-5050 x503020).

\_\_\_\_\_ If it is discovered that my child is missing class because of work, the permit will be revoked and the employer will be reported to the Department of Labor for violating child labor laws.

\_\_\_\_\_ My child's school schedule and classes (including 0 period, 7<sup>th</sup> period, Peer Tutoring, College Classes, synchronous and asynchronous time) are all mandatory and require child's attendance and full participation. Work hours CANNOT be during those hours or make child late for class. If child "drops a class" the employer must obtain confirmation from the school by calling 916-395-5050, x503020 prior to making adjustments to child's work schedule.

\_\_\_\_\_ My child cannot legally perform duties that present the substantial probability of death or serious physical harm to me even if child volunteers. If the employer pressures or attempts to pressure child into doing such tasks, it is a violation of child labor law.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

## EMPLOYER Work Permit Agreement

Student Name: \_\_\_\_\_

Employer: \_\_\_\_\_

Please INITIAL each paragraph and then sign and date at the bottom of the page.

\_\_\_\_\_ I understand that a Work Permit is a privilege, not a right, and if student employee fails to maintain the school criteria needed to hold a valid Work Permit, the permit will be revoked or not renewed when it expires, and employment will be immediately terminated.

\_\_\_\_\_ Work Permit maintenance criteria entails no more than 18 unexcused period absences per semester and no F's from the time the permit is issued.

\_\_\_\_\_ If student employee fails to uphold the Work Permit maintenance criteria and the permit is revoked, no additional work permits will be issued until the grades (no F's) and attendance (unexcused absences) have shown improvement over a period of 30 days.

\_\_\_\_\_ Under no circumstances will student employee be scheduled to work during school hours.

\_\_\_\_\_ If it is discovered that student employee is missing class because of work, the work permit will be revoked and employer will be reported to the Department of Labor for violating child labor laws.

"The violation of Labor Code Section 1391 (work hours) is a \$500 Class B violation upon the first violation and a \$1,000 Class B violation on the second violation." [LC 2188] California Child Labor Law

\_\_\_\_\_ Student employee's school schedule and all classes (including 0 period, 7<sup>th</sup> period, Peer Tutoring, College Classes, synchronous and asynchronous time) are all mandatory and require attendance and full participation. Student employee CANNOT be scheduled during those hours or made late for class. If student employee "drops a class" employer must obtain confirmation from the school by calling 916-395-5050, x503020 prior to making adjustments to the work schedule.

\_\_\_\_\_ Student employee cannot legally perform duties that present the substantial probability of death or serious physical harm even if he/she volunteers or agrees, and employer will not pressure any participation in such tasks.

\_\_\_\_\_  
Employer's Signature

\_\_\_\_\_  
Date