

WORK PERMIT INSTRUCTIONS:

1. *Student & parent complete the contract below.*
2. *Student, parent & employer all complete the Request for Work Permit (over)
-don't forget to include your social security number!*
3. *Bring completed forms to the College & Career Center for processing.*
4. *Come back 24 hours later to sign & pick up your work permit, which you will give to your employer.*

WORK PERMIT CONTRACT

STUDENT NAME: _____

DATE: _____

Students are responsible for regular attendance and successful progress in the classes in which they are enrolled in order to retain the Work Permit.

A Work Permit may be cancelled for any of the following reasons:

1. Failure to attend school
2. Excessive absences and/or tardiness
3. Multiple discipline referrals
4. Lack of academic and classroom success (maintain a 2.0 GPA and no failing grades)
5. Dropping out of school or expulsion from school
6. At the request of the student's parent
7. At the request of EDHS administration

Cancellation Process:

1. A parent contact will be made when appropriate.
2. The employer will be notified that the Work Permit is canceled.

Students who change jobs and/or employers must apply for a new Work Permit.

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION.

(Student Signature)

(Parent Signature)

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

School Information

El Dorado High School	(530) 622-3634	
School Name	School Phone	
561 Canal Street	Placerville	95667
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 <i>(Print First and Last)</i>	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 <i>(Print First and Last)</i>	Employer's Signature	Date
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For authorized work permit issuer use ONLY

Maximum number of work hours when school is in session:								Maximum number of work hours when school is not in session:							
Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total
Proof of Minor's Age <i>(Evidence Type)</i>								Check Permit Type: <input type="checkbox"/> Full-time <input type="checkbox"/> Restricted <input type="checkbox"/> General <input type="checkbox"/> Work Experience Education, Vocational Education, or Personal Attendant <input type="checkbox"/> Workability							
Verifying Authority's Name and Title <i>(Print)</i>															
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>.

General Summary of Minors' Work Regulations

- **If federal laws, state laws and school district policies conflict, the more restrictive law (that which is most protective of the employee) prevails.**
- Generally, minors must attend school until age 18 unless they are 16 years or older and have graduated from high school or received a state Certificate of Proficiency.
- Employers of minors required to attend school must complete a "Statement of Intent to Employ Minor and Request for Work Permit" (form B1-1) for the school district of attendance for each such minor.
- Employers must retain a "Permit to Employ and Work" (form B1-4) for each such minor.
- Work permits (B1-4) must be retained for three years and open at all times for inspection by sanctioned authorities.
- A work permit (B1-4) must be revoked whenever the issuing authority determines the employment is illegal or is impairing the health or education of the minor.

Minors under the age of 18 may not work in occupations declared hazardous for young workers as listed below:

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|---|---|---------------------------------------|
| 1. Coal mining | 7. Other mining | 13. Power-driven woodworking machines |
| 2. Excavation operation | 8. Power baking machines | 14. Power saws and shears |
| 3. Explosives | 9. Power-driven hoists/forklifts | 15. Radiation exposure |
| 4. Logging and sawmilling | 10. Power-driven meat slicing/processing | 16. Roofing |
| 5. Manufacturing brick, tile products | 11. Power-driven metal forming, punching | 17. Wrecking, demolition |
| 6. Motor vehicle driving/outside helper | 12. Power-driven paper products/paper bailing | |

For more information about hazardous occupations, contact the U.S. Department of Labor (Child Labor Bulletins 101 and 102) and the California Department of Industrial Relations, Division of Labor Standards Enforcement. Regional offices are located in several California cities. They are listed in the "Government Listings" sections of telephone directories.

- Minors younger than 16 years are allowed to work only in limited, specified occupations which exclude baking, manufacturing, processing, construction, warehouse, and transportation occupations.
- In addition to safety regulations, labor laws applicable to adult employees are also generally applicable to minor employees, including workers' compensation insurance requirements.
- Child labor laws do not generally apply to minors who deliver newspapers or work at odd jobs, such as yard work and baby-sitting, or in private homes where the minor is not regularly employed.
- A day of rest from work is required if the total hours worked per week exceed 30 or if more than 6 hours are worked on any one day during the week.

Hours of Work

16 – 17 When school is in session: Daily maximum 4 hours, Monday through Thursday. May work up to 8 hours on any nonschool day or on any day that precedes a nonschool day. May be permitted to work up to 48 hours per week.

Students in Work Experience Education programs may be permitted to work a maximum of 8 hours on a schoolday.

When school not in session: May work up to 48 hours per week but no more than 8 hours in any one day.

Work must be performed no earlier than 5:00 a.m. nor later than 10:00 p.m. except that work may extend to 12:30 a.m. on nights preceding nonschool days. **Students in Work Experience Education** programs may be authorized to work until 12:30 a.m. on nights preceding school days with specified written permission.

14 – 15 When school is in session: On schooldays, daily maximum 3 hours. On non-schooldays may work 8 hours. Weekly maximum 18 hours. Students in **Work Experience Education** and career exploration programs may work up to 23 hours per week. When school is not in session: Daily maximum 8 hours and weekly maximum 40 hours.

May not work during public school hours except students in **Work Experience Education** or career exploration programs. Work must be performed no earlier than 7:00 a.m. nor later than 7:00 p.m. any day of the week. From June 1 to Labor Day work hours may be extended to 9:00 p.m.

Younger than 14: Labor laws generally prohibit nonfarm employment of children younger than 14. Special rules apply to agricultural work, domestic work and the entertainment industry.