

## Work Permits During 2020-2021

The Santa Barbara Unified School District values the importance of students being able to work, along with academics. Therefore, we are able to issue Work Permits to students using state guidelines. The safety and health of our students is our number one priority. Since the re-opening of businesses and local shelter-in-place orders may fluctuate, we encourage families to contact employers to ask about social distancing and hygiene procedures. Santa Barbara Unified School District follows the guidelines provided by our state and local officials.

For the most up to date information about re-opening California, please visit:

<https://covid19.ca.gov/roadmap/>

### **Students wishing to obtain a Work Permit**

The Santa Barbara Unified School District recognizes that students may wish to apply for a Work Permit, and will issue new Work Permits to students who meet eligibility guidelines.

Work Permits Issued at School Sites: August 17, 2020 - Jun 5, 2021

Work Permits Issued at the District Office: June 6, 2021 - August 13, 2021

As the CDE and CA Employment Office continue to require wet ink (not electronic) signatures on all Work Permit documents, our district strongly urges students, employees, and families to take all measures of health safety precautions when obtaining the required signatures. Since all Work Permit documents must be original with 'wet' signatures, ***the Santa Barbara Unified School District and school sites cannot process work permit applications from scanned or e-signed documents at this time.***

Additionally, by law, all Work Permits in the state of California must expire shortly after the opening of school in the fall. **The expiration date of Work Permits for the 2020-2021 school year is Monday, August 30, 2021.** Students who were issued a Work Permit during 2019-2020 who wish to continue working at their current place of employment will need to complete a new work permit application to renew their Work Permit in the new school year.

**Links to Work Permit Application Form (B1-1):** [SBUSD Work Permit Application B1-1 Form](#)

### **Process for obtaining a Work Permit:**

1. Students must complete the Work Permit application (also known as B1-1 form) with all wet (not electronic) signatures from their potential employer, and their parents.
2. Students have two ways to submit their Work Permit Application (B1-1) when school is in session:
  - a. Drop-Off at your School Site: Students can drop off their Work Permit Application (B1-1) at their school site. At the start of the year, permits can be left directly with school staff. By mid-September, there will be grey steel dropboxes in the main office of each high school that will be labeled 'Work Permits'. These boxes will be checked at least twice a week for new applications.
  - b. Mail directly to the your School Site: Students can mail their Work Permit application to their School Site. Please address the envelope as: Attention: Work Permit Application, and use the

address for your school site.

3. During Summer Months When School Is Not In Session:

- a. Drop-Off at the District Office: Students can bring their applications to the District Office. Applications can be left in the grey steel dropbox at the main desk.
- b. Mail directly to the District Office: Please address the envelope: Attention - CTE / Work Permits, 720 Santa Barbara Street, Santa Barbara, CA 93101

4. Once the Work Permit Application (B1-1) is approved, the student will be notified that a Work Permit has been issued. Students can either arrange to pick up their Work Permit from their school office during the hours of 8:00 a.m. - 4:00 p.m.; or upon request, the complete permit will be mailed back to the student via the US Postal Service to the address provided on the Work Permit application form.

5. Students are encouraged to keep a digital record and personal copies of all their work documents.

**\* Please allow for one week of turnaround time for the work permit to be issued.**

**Process for obtaining an Entertainment Work Permit:**

The Santa Barbara Unified School District is able to assist families with the application process for an Entertainment work permit by certifying that the student has satisfactory grades, attendance, and health requirements. Students then must file their Entertainment work permit application directly to the CA Division of Labor Standards Enforcement, and it is the state of CA who issues the Work Permit. For more information about CA Entertainment work permits, please visit: <https://www.dir.ca.gov/dlse/entertainment-work-permit.htm>

**Frequently Asked Questions**

<p>Will SBUSD continue to process new work permit requests during the period of school closures and over the summer?</p>	<p><b>Yes.</b> SB Unified will process work permits during the 2020-2021 school year and over the summer.</p> <p><u>Work Permits will be issued at School Sites:</u> August 17, 2020 - Jun 5, 2021</p> <p><u>Work Permits will be issued at the District Office:</u> June 6, 2021 - August 13, 2021</p>
<p>Are there specific criteria that students must meet in order to obtain a work permit?</p>	<p><b>Yes.</b> Only students age 12 and older may receive work permits. Students must also maintain a GPA of 2.0 or higher (C average), using a weighted GPA. Students cannot be failing any of their classes. If a student does not meet the eligibility criteria, the student should connect with their counselor and principal at their school of attendance to consider developing a support plan.</p>
<p>Are there limits on the number of hours that students may work <i>during the school year</i>?</p>	<p><b>Yes.</b></p> <p><u>12 - 13 Year Olds:</u> 2 hours per school day and a maximum of 4 hours per week. 7 a.m. - 7 p.m., except from June 1st through Labor Day, until 9 p.m.</p> <p><u>14 - 15 Year Olds:</u> 3 hours per school day outside of school hours; 8 hours on any non-school</p>

	<p>day; 18 hours per week; 7 a.m. - 7 p.m., except from June 1 through Labor Day, until 9 p.m.</p> <p><u>16 - 17 Year Olds:</u> 4 hours per day on any school day; 8 hours on any non-school day or on any day preceding a non-school day; 40 hours per week; 5 a.m. - 10 p.m., however, until 12:30 a.m. on any evening preceding a non-school day.</p>
<p>Are there restrictions on the types of work a student can do on a Work Permit?</p>	<p><b>Yes.</b> Please read the <a href="#">General Summary of Minors' Work Regulations</a> for more information.</p> <p>The most common restrictions are: students are not able to drive a motor vehicle on public roads, and therefore cannot be asked to perform food deliveries or valet cars on public roads; students cannot work with power-driven machinery on construction sites; students must use non-hazardous cleaning materials only.</p>
<p>Does the Work Permit have an expiration date?</p>	<p><b>Yes.</b> Students must obtain a Work Permit for each job. A Work Permit is no longer valid and will expire when a student quits or leaves a job. A new work permit application must be filled out for each new job. Students who work with multiple employers will have multiple Work Permits issued to them, but the total number of hours worked in a day or a week from their jobs combined must not exceed legal limits.</p> <p>Additionally, by law, all Work Permits in the state of California must expire shortly after the opening of school in the fall. This is to ensure that students report to school in the fall before continuing to work after summer vacation. <b>EXAMPLE:</b> If a student obtains a job and Work Permit in June and still has the same job in September, their permit will expire in August, and the student would have to obtain a new work permit for the new school year, even though it is for the same job. <b>The expiration date of Work Permits for the 2020-2021 school year is Monday, August 30, 2021.</b></p>
<p>Can a Work Permit be taken away?</p>	<p><b>Yes.</b> Yes, Work Permits can be cancelled and taken away at any time by a high school administrator. In addition, a Work Permit can be cancelled at a parent's request with good reason. Good reasons for canceling a work permit include: job does not fit legal requirements for minors, hours scheduled create a truancy or absence problem for the student, or demands of job are causing the student to fail classes at school.</p>
<p>Are there limits on the types of work that students may do, in light of California's phased plan for re-opening?</p>	<p><b>Yes.</b> Everyone in Santa Barbara County must comply with the Santa Barbara County Public Health Department and the phased plan for California's reopening from Governor Newsom. As we move through different phases, different jobs may be deemed as essential, or ready to open. Work Permits will be issued in alignment with the phased reopening plan for Santa Barbara County.</p> <p>Information regarding the phased plan for re-opening can be found here:</p>

	<a href="https://covid19.ca.gov/roadmap/">https://covid19.ca.gov/roadmap/</a>
Could there be changes to the process and procedures for Work Permits over the Summer and in the 2020-2021 school year?	<b>Yes.</b> SB Unified is working closely with County Health Officials to comply with county and state guidelines. If we return to a shelter-in-place, there may be additional restrictions for jobs deemed non-essential. If any changes are made, this website will be updated, and students on current Work Permits will be notified.
Can I email a scanned copy of my paperwork to the school?	<b>Unfortunately, no.</b> The California Department of Education and the California Employment Office require that all work permit applications must be completed in blue or black ink, and original documents with the original signatures (not scanned or electronically signed) must be kept on file with the District.
My student is not enrolled in the Santa Barbara Unified School District, but we live in the area. Can my student apply for a work permit with SBUSD?	<b>Homeschool</b> - Students who participate in Homeschool Programs should contact Esther Caesar in Student Services for information regarding Work Permits. <a href="mailto:ecaesar@sbunified.org">ecaesar@sbunified.org</a> (805) 963-4338 x6278  <b>Students who are not enrolled in SB Unified and who are not Homeschooled:</b> Our district is unable to process Work Permits for students who are not enrolled in the SBUSD or a local Homeschool Program. Please contact the Santa Barbara County Office of Education for assistance.
Does a Work Permit require school attendance?	<b>Yes.</b> Students under 18 years of age must attend school to get a work permit. If a student graduates from high school before age 18, he or she no longer needs a work permit. If a student passes the California High School Proficiency Exam (CHSPE) or the G.E.D. before the age of 18, he or she no longer needs a work permit. When an employer hires someone under 18 years old who has graduated, passed the CHSPE or G.E.D., the document verifying that fact must be given to the employer as proof that no work permit is required. Emancipated minors must attend school in order to get a work permit. Emancipated minors are still required to get a work permit before being employed but may obtain the work permit without parent consent and signature.
Who do I contact if I have questions about Work Permits?	<b>Alta Vista</b> Carmelia Cuellar College and Career Technician <a href="mailto:carmelitacuellar@sbunified.org">carmelitacuellar@sbunified.org</a>  <b>Dos Pueblos High School</b> Gabriela Balfour-Ritchie College and Career Technician <a href="mailto:gbalfourritchie@sbunified.org">gbalfourritchie@sbunified.org</a> (805) 968-2541 ext.4588  <b>La Cuesta High School</b> Carmelia Cuellar

College and Career Technician  
[carmelitacuellar@sbunified.org](mailto:carmelitacuellar@sbunified.org)

**San Marcos High School**

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967-4581 ext. 5544

**Santa Barbara High School**

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**Junior High Schools** - Please contact your principal.

**District Office**

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