

WORK PERMIT Checklist

NOTE: All permits must be RENEWED during the first five days of the school year.

Download Work Permit Request Form and PRINT
🗖 Fill out the top three sections: student, parent, and employer
information
□ Gather "wet" signatures (scanned or emailed requests will not be
accepted)
□ Drop off the request form to PUSD's Career Pathways office (215 Abbie
Street, Pleasanton)
☐ Allow up to 3 business days for processing; the student will receive an
email indicating the permit is ready for pick up.
☐ Bring student ID to PUSD's district office for pick up and expect to sign
the permit in front of Work Permit personnel. The work permit must
be picked up before the student starts work.
🗖 Take the Work Permit to the employer.

*WHEN a student is hired for a new or second job, they must go through the work permit process again and indicate whether the job replaces their first permitted job or if it's in addition to their permitted job. Restrictions on work hours differ according to a student's age and type of permit.

Employers must keep on file all Permits to Employ and Work. Records must be open at all times for inspection by school authorities and officers of the Division of Labor Standards Enforcement. [LC 1299, EC 49161, EC 49164 and EC 49181] Failure to produce Permits to Employ and Work is prima facie evidence of the illegal employment of minors and subjects the employer to a \$500 fine on the first offense. [LC 1304, LC 1288 and EC 49181]

STATE OF CALIFORNIA DEPARTMENT OF EDUCATION

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 Se	curity Numbe	er	Age		Stı	ıdent's S	Signatur	e		
School Information		•		Ü				Ü			
School Name		Schoo	l Phone								
School Address			City Zip Code					_			
To be filled in and signed by	parent or legal g	uardian									
This minor is being employed a my knowledge and belief, the in				10wledge	and cons	sent. I h	ereby ce	ertify tha	t to the b	est of	
Parent's Name (Print First and Last)			F	Parent's Signature				Date			
To be filled in and signed by	employer										
D N. A	CDI		Busines	DI			C	. ,	NI		
Business Name or Agenda	cy of Placement		Busines	s Phone			Sup	ervisor's	Name		
Business Address			City					Zip Code			
Employer's Maximum Expect	ed Work Hours:	h	ours per day		hours	per wee	k				
Describe nature of work to be	performed:										
In compliance with California l discriminate unlawfully on the physical handicap, or medical o	basis of race, ethn	ic backgroun	d, religion, s	ex, sexual	l orientai	tion, col	or, natio	onal orig	gin, ances	stry, age,	
Employer's Name (Print First and Last)			Emj	Employer's Signature					Date		
For authorized work permit	issuer use ONLY	7									
Maximum number of work ho			Maxim	um numbe	er of wor	k hours	when so	chool is 1	not in ses	sion:	
Mon Tues Wed Thur	Fri Sat	Sun Tot	al Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total	
Proof of Minor's Age (Eviden Verifying Authority's Name a	nd Title (Print)		□ F	Permit Ty Tull-time Restricted General	ype:		Edu Edu Atte	-	ience Vocationa or Persona		
Varifying Authority's Signatu	ro		1								

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.

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

CDE B1-1 (Rev. 07-10)

General Summary of Minors' Work Regulations

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

- 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 a 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* 1294.1 and 1294.5, 29 *CFR* 570 Subpart E)

- 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
- 0. Power-driving meat slicing/processing machines

HOURS OF WORK

16 & 17 Year Olds	14 & 15 Year Olds	12 & 13 Year Olds
Must have completed 7 th grade to work while school is in session. (EC 49112)	Must have completed 7 th 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)
	School Not In Session	
8 hours per day (<i>LC</i> 1391, 1392) 48 hours per week (<i>LC</i> 1391)	8 hours per day (<i>LC</i> 1391, 1392) 40 hours per week (<i>LC</i> 1391)	8 hours per day (<i>LC</i> 1391, 1392) 40 hours per week (<i>LC</i> 1391)
	Spread of Hours	
5 a.m10 p.m. However, until 12:30 a.m. on any evening preceding a non-schoolday (<i>LC</i> 1391)	7 a.m7 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)
WEE students, with permission, until 12:30 a.m. on any day (<i>LC</i> 1391.1) Messengers: 6 a.m.–9 p.m.		

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