

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

School Name	School Phone
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>.

**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
 10. 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)
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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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Guajome Schools
"California Public Certified Charter Schools"
California Distinguished School ~ 2003 & 2013



2000 North Santa Fe Avenue * Vista, Ca. 92083 * Phone (760) 631-8500 * Fax (760) 631-8503

Guajome School District Work Permit Guidelines.

Our Priority for students at Guajome School District is academic success.

Work Permits are considered a privilege and will only be issued to students who meet the following criteria:

- **Satisfactory Academic Progress:** Maintaining a GPA of 2.0 or higher and passing a minimum of 4 courses during the latest 6 week grading period of the regular school year.
- **Satisfactory Attendance:** Not being classified as habitually truant, or excessively absent as determined by the guidelines of the Guajome Student Handbook and Attendance Office.
- **Satisfactory Behavior:** Behavior that is determined by the Guajome Student Handbook.

- ❖ Students failing both academic and attendance requirements will **NOT** be issued a work permit.
- ❖ Students failing to meet one of these requirements **May** be considered for issuance of a "probationary" work permit for a maximum of six weeks.
- ❖ Failure to maintain the Guajome School District standards during any six week period will result in either the work permit being placed on probationary status or revoked.
- ❖ Grades will be checked within one week following the end of each grading period.
- ❖ Parents and employers will be notified of all work permits being placed on probation or revoked.

PROBATIONARY STATUS

- ❖ A work permit will be placed on probation if the student's GPA falls below 2.0 during any six week grading period or attendance becomes an issue as defined by the attendance office.
- ❖ If a work permit is placed on probation, the student will have the responsibility of meeting the school's criteria within the next six week grading period in order to be removed from probationary status and continue working.
- ❖ Students who fail to do so will have their work permit revoked.
- ❖ Once the student's GPA has increased to 2.0 or above, they may apply for another work permit.

DENIAL OR REVOCATION OF WORK PERMIT

- ❖ Students with a GPA of 2.0 or lower will be denied an issuance of a work permit.
- ❖ If at any time a student's GPA falls to a 2.0 or below, or receives more than two failing grades on a progress report, the work permit will be revoked.
- ❖ If attendance problems persist after being classified as "habitually truant" or "excessively absent" the work permit will be revoked for the remainder of the year.
- ❖ Work permits being placed on probationary status more than twice during a school year will result in revocation of the permit for the remainder of the year.

SUMMER AND VACATION WORK PERMIT GUIDELINES

- ❖ All students aged 12-17 must have a work permit on file with their employer. This law includes summer and vacation employment.

ADDITIONAL INFORMATION

- ❖ **All students work permits expire one week after the start of each new school year, and therefore must be renewed five days after the first day of school.** This applies even if your job continues with your current employer.
- ❖ A separate work permit is required for each employer.
- ❖ Please notify the school when you terminate your employment or accept new employment.
- ❖ For questions contact Mike Sterner, Administrator, (760) 631-8500 x 1068, or sternermi@guajome.net
- ❖ Signatures of this document are required by the student & parent/guardian prior to the work permit being issued.

I have read and I understand the work permit regulations.

Student Signature

Date

Parent/Guardian Signature

Please PRINT Name

Date

Please PRINT Name