

GPA (minimum 2.0) _____

TYPE of PERMIT: Regular _____

Work Experience _____

Other: _____

OXNARD UNION HIGH SCHOOL DISTRICT
Statement of Intent to Employ Minor and Request for Work Permit
NOT A WORK PERMIT

For Minor Student to Complete

Minor's Name (Last Name, First Name)		Social Security Number	Student ID Number
Street Address	City	Zip Code	Date of Birth
Minor Student Signature		Phone Number	Age
School Name			Grade Level
School Address	City	Zip Code	

For Employer to Complete
Please review rules for employment of a minor on reverse side.

Business Name		Business Phone	
Street Address	City	Zip	
Minor's Work Duties:		Rate of Pay \$	
<i>Maximum number of hours of employment a student will work when school is IN SESSION:</i>			
Monday	Tuesday	Wednesday	Thursday
Friday	Saturday	Sunday	Weekly Total
Worker's Compensation Insurance Company: _____			
<small>*In compliance with California labor laws, this employee is covered by worker's 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.</small>			
Supervisor's Name (Print)		Supervisor's Signature	Date

For Parents to Complete

This minor is being employed at work described hereon with my full knowledge and consent, and I request a work permit to be issued.

Signature of Parent or Guardian	Date
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**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

<p>16 & 17 Year Olds Must have completed 7th grade to work while school is in session. (EC 49112)</p>	<p>14 & 15 Year Olds Must have completed 7th grade to work while school is in session (EC 49112)</p>	<p>12 & 13 Year Olds 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)</p>
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School In Session

<p>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)</p>	<p>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)</p>	<p>2 hours per schoolday and a maximum of 4 hours per week. (EC 49112)</p>
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School Not In Session

<p>8 hours per day (LC 1391, 1392) 48 hours per week (LC 1391)</p>	<p>8 hours per day (LC 1391, 1392) 40 hours per week (LC 1391)</p>	<p>8 hours per day (LC 1391, 1392) 40 hours per week (LC 1391)</p>
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Spread of Hours

<p>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.</p>	<p>7 a.m.–7 p.m., except that from June 1 through Labor Day, until 9 p.m. (LC 1391)</p>	<p>7 a.m.–7 p.m., except that from June 1 through Labor Day, until 9 p.m. (LC 1391)</p>
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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>.