WORK PERMITS

All minors under age 18 must have work permits (including minors employed by parents). Exempt: Minors who have graduated and have a high school diploma or have taken and passed the California High Proficiency Exam.

Applications for a work permit are available online (CDE B1-1 form) and can printed, completed, signed and submitted to school for approval.

Minors must meet mandatory school attendance laws, maintain satisfactory academic progress and have parental permission in order to obtain a work permit.

School officials have the legal right to restrict or reduce the type of employment and/or the hours a student may work. If evidence is shown that the school work or health of a minor is being impaired by employment, the work permit will be cancelled.

Work permits must be renewed at the start of each new school year or at the time the minor obtains a new job.

Work permits must be kept on file at the minor's work site. Work permits serve as age certificates and state the maximum hours minors may work.

UNIFORMS

When uniforms are required by the employer, such uniforms shall be provided and maintained by the employer. "Uniform" includes apparel and/or accessories of distinctive color or design (i.e., company name imprinted on hat, shirt, etc.).

WORKERS COMPENSATION INSURANCE

All minors must be covered by Worker's Compensation Insurance, including minors employed by parents and minors employed by businesses operated from a private residence.

HOURS/TIMES MINORS MAY WORK

Ages 16-17: School in Session
4 hours max. per day Monday – Thursday
8 hours max. per day Friday – Sunday
32 total hours per week
5:00 am - 10:00 pm
5:00 am - 12:30 am if no school the next day
Work Experience Students = 48 hours per week

Ages 16-17: Summer/Vacation Permit
8 hours max. per day Monday – Sunday
48 total hours per week
5:00 am - 12:30 am any day of the week

Ages 14-15 School in Session
3 hours max. per day Monday – Friday
8 hours max. per day Saturday – Sunday
18 hours total per week
7:00 am - 7:00 pm any day of the week
Work Experience Students = 23 hours per week

Ages 14-15 Summer/Vacation Permit
8 hours max. per day Monday – Sunday
40 total hours per week
7:00 am – 9:00 pm (June 1 – Labor Day only)

Ages 12-13:
Prohibited in firms subject to Federal Fair Labor Standards Act. Exempt: Minors employed in the entertainment industry. For further information you mall call the Federal Wage & Hour Office at (510) 622-2660.

Under Age 12
Prohibited except in the entertainment industry.

ENTERTAINMENT INDUSTRY PERMITS

Applications can be downloaded (form **DLSE- 277)** at www.dir.ca.gov/dlse/dlseform277.pdf. The completed and signed applications are taken to the State of California Labor Commissioner's Office at:

320 4th Street, #450
Los Angeles, California 90013

WAGES

Minimum wages vary depending on the city you work in. The ***California*** minimum wage rate is $16 per hour as of January 1, 2021. Tips and gratuities do not count towards payment of minimum wage.

In most cases, a minor must be paid the minimum wage. If an employee works a split shift, he/she must be paid 1 extra hour at the minimum wage.

If an employee reports to work but is not given work and sent home, the employee is owed a minimum of 2 hours of pay.

If an employee is asked not to clock in, the employee is free to leave and cannot be required to wait without being paid as he/she is under the direction and control of the employer.

TAX WITHHOLDING & STATEMENT OF DEDUCTIONS

Employers must furnish each employee a separate or detachable itemized statement of deductions and hours worked at the time wages are paid.

Employers must furnish each employee with a W-2 statement no matter how low earnings or wages are. These W-2 statements can be sent in either paper or digital form, and must be received by employees no later than **January 31** of the following year. Employers must also file a copy of employee W-2s with the IRS.

QUESTIONS ABOUT CALIFORNIA/FEDERAL LAWS?

California Labor Laws	(619) 637-5500
Wage Claims-DLSE	(714) 558-4910
Department of Labor	(213) 894-6375
Entertainment Industry Permits	(213) 620-6330
California Dept. of Education	(916) 323-2564
Simi Valley Unified School District	(805) 306-4500

PROHIBITED EMPLOYMENT - HAZARDOUS OCCUPATIONS FOR MINORS FEDERAL LAW:

The Federal Government, under the Fair Labor Standards Act (FLSA), has listed hazardous occupations in which minors under the age of 18 years are prohibited from working. They include:

- **Motor Vehicle Driving**
  Minors may not drive on public highways. This does NOT prohibit minors from driving on private property (i.e,. auto dealer lot).
- **Roofing Operations**
- **Excavation Operations**
- **Exposure to Radioactive Substances.**
- **Power-Driven Woodworking Machines**
- **Power-Driven Hoisting Apparatus**
  Includes automobile hoist, lift truck, fork list, elevator, crane, derrick, bobcat etc.
- **Power-Driven Bakery Machines**
  Includes dough mixer, batter mixer, bread divider, molding machine, bread slicing and wrapping, cookie or cracker machine.
- **Power-Driven Metal-Forming, Punching & Shearing Machines.** Includes rolling machines, pressing or punching machines, bending machines, etc.
- **Power-Driven Paper Products Machines**
  Includes paper bailers, box crushers, etc.
- **Power-Driven Circular Saws, Band Saws & Guillotine Shears**

There are no exemptions or exceptions!!! This is a partial list. Contact the Federal Wage & Hour Office at (619) 557-5110 for a complete list and/or more information.

PROHIBITED EMPLOYMENT – HAZARDOUS OCCUPATIONS FOR MINORS CALIFORNIA LAW

The State of California Department of Industrial Relations, Division of Labor Standards Enforcement has restricted minors from working in the following occupations:

For minors under the age of 16:

- In or about a gasoline service station except as cashiers, clerical workers, or merchandise labelers.
- Public messenger service.
- Manufacturing.
- In or about dangerous equipment & power driven machinery, aircraft, or vessels.
- Selling door-to-door unless the following conditions are met:

1. Minors work in pairs as a team
2. One adult supervisor to ten or fewer minors
3. Within sight of sound of supervisor once every 15 minutes.
4. Returned to home or rendezvous point daily
5. Employer has complied with IWC registration requirements.

EXCEPTION: Does not abridge the right of minors to solicit subscriptions or sell newspapers door-to-door when the minor is a regular news carrier of the newspaper and delivers papers on a regular basis to an established readership.

For minors under the age of 18:

- Selling or serving alcoholic beverages.
- Construction work or building of any kind.
- Delivering good from motor vehicles.
- In the vicinity of moving machinery.
- Operating an automobile or truck.
- In the vicinity of explosives.

This is a partial list. Contact the State Industrial Welfare Commissioners' Office at (844) 522-6734 for a complete list and/or more information.

SIMI VALLEY HIGH SCHOOL
5400 Cochran St.
Simi Valley, CA 93063
(805) 577-1400

CHILD LABOR LAWS AFFECTING WORKING MINORS

Ryan Taggart, Work Experience Coordinator
John.taggart@simivalleyusd.org
(805) 577-1400 ext. 6733

Remember… School is your #1 job and always comes first!