Work Permit Information

Work Permit Advisor: Mrs. Rocio Espino rocio.espino@cvesd.org (619) 423-2211

What is a work permit and where can I get one?

A work permit is a legal document required by the state of California that allows a person under 18 years of age to hold a job, and you may acquire it through your high school.

What process should be followed to issue a work permit?

1. The minor/student, after obtaining a promise of employment, shall obtain the "Statement of Intent to Employ a Minor and Request for a Work Permit - Certificate of Age" (CDE Form B1-1) from the school.
2. The minor/student must complete the "minor" section, request that the employer and parent complete their sections (making certain to obtain both required signatures), and then return the completed form to the appropriate school authority (Mrs. Espino).
3. The school's authorized work permit issuer shall verify all information on the work permit to be issued. If all requirements are met, the authorized work permit issuer may issue the work permit (CDE Form B1-4).

Maximum Hours of Work for Minors

Working hour restrictions limit how many hours a minor may work per day, and per week.

For Minors Under 16:
-During a school period, 3 hours per school day / 18 hours per week are permitted.
-Up to 8 hours of work are permitted per day, 48 hours per week, 6 days per week when school is not in session.
For Minors Ages 16 and 17:
-During a school week 4 hours per day and 28 combined hours of work and school are allowed per week, except 8 before non-school day.
-8 hours of work per day, 48 hours per week, a maximum of 6 days are allowed per non-school week.

Does the school have any discretion to limit the minor's work activity?

Yes. As a condition of issuance, the local district, school, or work permit issuer may reduce maximum work hours and impose additional occupational restrictions not specified in statute or regulation. The authorized work permit issuer does not have discretion to extend hours beyond the maximum specified in statute or waive any occupational restrictions specified in statute or regulation.

Conditions under which a work permit may be taken away

Yes, the work permit 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 student to fail classes at school. The school district has the discretion to impose additional requirements for the issuance of a work permit. For instance, CVLCC High School has a policy requiring the minor to maintain a 2.0 grade point average (GPA).

Changing Jobs

A student must obtain a work permit for each job that they acquire. A work permit is no longer valid when a student is no longer employed with that employer. A new work permit application must be filled out for each new job. In addition, all work permits in the state of California expire five days after the opening of school in July. The student would need to obtain a new work permit for the new school year even though it was for the same continuing job.