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. 08-13)

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 **in ink**)*

**Minor's Information**

Minor's Name *(First and Last)* | Home Phone | Student ID

Birth Date | Social Security Number | Grade | Age

Home Address | City | Zip Code

**School Information**

School Name | School Phone

School Address | City | Zip Code

**To be filled in and signed by employer. (Please review the General Summary of Minors' Work Regulations on reverse)**

Business Name or Agency of Placement | Business Phone | Supervisor's Name

Business Address | City | Zip Code

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 *(Print First and Last)* | Employer's Signature | Date

**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. I request that a work permit be issued.*

Parent or Legal Guardian's Name *(Print First and Last)* | Parent or Legal Guardian's Signature | Date

**For authorized work permit issuer use ONLY**

Maximum number of work hours when school is in session:

| Mon | Tues | Wed | Thur | Fri | Sat | Sun | Total |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

Maximum number of work hours when school is not in session:

| Mon | Tues | Wed | Thur | Fri | Sat | Sun | Total |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

Proof of Minor's Age *(Evidence Type)*

Verifying Authority's Name and Title *(Print)*

Verifying Authority's Signature

**Check Permit Type:**

- ☐ Full-time
- ☐ Restricted
- ☐ General
- ☐ Work Experience Education, Vocational Education, or Personal Attendant
- ☐ Workability

Copy–District or County Superintendent; Employer; Parent or Legal Guardian **(Over)**

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## 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, WEE-Work Experience Education, CVE-Cooperative Vocational Education

- 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 sign a "Statement of Intent to Employ a Minor and Request for a Work Permit – Certificate of Age" (CDE Form B1-1) (*EC* 49162).
- Employers must retain a "Permit to Employ and Work" (CDE Form B1-4) for each employed minor *(EC* 49161).
- Work permits (CDE Form 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 Form 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, 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, & shearing machines
9. Power saws and shears
10. Power-driving meat slicing/processing machines

## HOURS OF WORK (PER MANTECA USD POLICY 6175.4)

| 16 & 17 Year Olds | 14 & 15 Year Olds | 12 & 13 Year Olds |
|---|---|---|
| Must have completed 7th grade to work while school is in session (*EC* 49112) | Must have completed 7th grade to work while school is in session (*EC* 49112) | Labor laws prohibit non-farm employment of children younger than 14. Special rules apply to agricultural work, domestic work in a private home, and the entertainment industry (*LC* 1285–1312) |

### Maximum Work Hours - School In Session

| | | |
|---|---|---|
| 4 hours per day on any school day [*EC* 49112, 49116; *LC* 1391(a)(4)]<br>8 hours on any non-school day or on any day preceding a non-school day [*EC* 49112; *LC* 1391(a)(3)]<br>20 hours per week [*LC* 1391(a)(3)]<br>WEE and CVE students & personal attendants may work more than 4 hours on a school day, but never more than 8 [*EC* 49116; *LC* 1391(a)(4)(A), 1392] | 3 hours per school day outside of school hours [*EC* 49112, 49116; *LC* 1391(a)(2)]<br>8 hours on any non-school day [*LC*1391(a)(1)]<br>18 hours per week [*EC* 49116; *LC* 1391(a)(2)]<br>WEE and CVE students may work during school hours and up to 23 hours per week [*EC* 49116; *LC* 1391(a)(2)] | 2 hours per school day and a maximum of 4 hours per week (EC 49112) |

### Maximum Work Hours - School Not In Session

| | | |
|---|---|---|
| 8 hours per day [*LC* 1391(a)(3), 1392]<br>48 hours per week [*LC* 1391(a)(3)] | 8 hours per day [*LC* 1391(a)(1), 1392)]<br>40 hours per week [*LC* 1391(a)(1)] | 8 hours per day [*LC* 1391(a)(1), 1392]<br>40 hours per week [*LC* 1391(a)(1)] |

### Spread of Hours

| | | |
|---|---|---|
| 5 a.m.–10 p.m. However, until 12:30 a.m. on any evening preceding a non-school day [*LC* 1391(a)(3)]<br>WEE and CVE students, with permission until 12:30 a.m. on any day (*LC* 1391.1)<br>Messengers: 6 a.m.–9 p.m. [LC1297] | 7 a.m.–7 p.m., except from June 1 through the first day of instruction in August, until 9 p.m. [*LC* 1391(a)(1)] | 7 a.m.–7 p.m., except from June 1 through the first day of instruction in August, until 9 p.m. [*LC* 1391(a)(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.