



CENTRAL UNIFIED SCHOOL DISTRICT

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THE STATE OF CALIFORNIA

Work Permit for Minors

THE STATE OF CALIFORNIA REQUIRES THAT ALL MINORS

(A PERSON UNDER THE AGE OF 18)

HAVE A WORK PERMIT ON FILE AT THE WORKSITE BEFORE THE EMPLOYMENT IS LEGAL

EXCEPTIONS: High School Diploma or Equivalent

A minor not attending school is not eligible for a California Work Permit

PROCEDURES FOR OBTAINING A WORK PERMIT:

1. The school of attendance issues the work permit in the Career Center with the College & Career Advisor.
2. The school will issue a State of California Department of Education form B1-1 (Intent to Employ). This form can be picked up in the Career Center and must: be either typed out or completed in blue or black ink, and requires the signature of the student, the employer, and the parent/guardian.
3. The completed B1-1 form is returned to the College & Career Advisor at the school of attendance and reviewed for accuracy and eligibility for both Central Unified and the prospective employer.
4. Once approved, the student will be issued the State of California Department of Education Work Permit, form B1-4 (Permit to Employ and Work) within 24 hours. The B1-4 is the document students need to submit to their employer to begin employment.
5. The student must be prepared to provide a social security number and proof of identification to the employer.

For more information about child labor laws, contact the U.S. Department of Labor at www.dol.gov, and the state of California Department of Industrial Relations, Division of Labor Standards Enforcement at www.dir.ca.gov/DLSE/dlse.html.

District Administration

*Ketti Davis, Superintendent · Tami Boutright Ed.D., Assistant Superintendent, Educational Services · Jack Kelejian, Assistant Superintendent, Human Resources,
· Assistant Superintendent, Chief Business Officer*



Student Name: _____ **School ID #** _____

In order to acquire a work permit in the Central Unified School District, the following minimum standards must be adhered to- attendance, grades, and citizenship guidelines. Additionally, students must be enrolled in five (5) courses per semester in order to maintain a valid Work Permit.

ATTENDANCE:

Students with six (6) or more days of unexcused absences or thirty-six (36) individual period absences/tardies per semester will receive a probationary work permit; students may be employed to work with a probationary work permit. Subsequent violations of the attendance standard could result in the revocation of the students' work permit. Parents and employers will be notified by the student's counselor of the probation/revocation status of the student's work permit.

GRADING:

Students must have a semester grade point average of 2.0 or higher or the work permit may be placed on probation. Students may be employed and work during a probation period. Subsequent violations of the grading standard could result in the revocation of the students' work permit. Parents and employers will be notified by the student's counselor of the probation/revocation status of the student's work permit.

CITIZENSHIP:

Students must maintain appropriate conduct in citizenship. Suspension, expulsion or conduct referrals will result in a probationary work permit. Students may be employed and work during a probation period. Subsequent violations of the citizenship standard could result in the revocation of the students' work permit. Parents and employers will be notified by the student's counselor of the probation/revocation status of the student's work permit.

The Central Unified District's intent is to improve each student's academic performance, attendance, and citizenship as they build their work habits, skills, and positive character references. Students must reapply for a work permit after the revocation period providing the student has met the district's minimum requirements to maintain the work permit.

I have read and understand the above information on the Requirements to Maintain the Work Permit.

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

<FOR CUSD CAREER CENTER OFFICE USE ONLY>

GPA _____ ATTENDANCE _____ CITIZENSHIP _____

REGULAR _____ PROBATION _____ DENIED _____

Reason for probation or denial: _____

College/ Career Advisor Signature: _____ **Date:** _____

**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. (<i>EC 49112</i>)	Must have completed 7 th grade to work while school is in session (<i>EC 49112</i>)	Labor laws generally prohibit non-farm employment of children younger than 14. Special rules apply to agricultural work, domestic work, and the entertainment industry. (<i>LC 1285-1312</i>)

School In Session

4 hours per day on any schoolday (<i>EC 49112; 49116; LC 1391</i>) 8 hours on any non-schoolday or on any day preceding a non-schoolday. (<i>EC 49112; LC 1391</i>) 48 hours per week (<i>LC 1391</i>) WEE students & personal attendants may work more than 4 hours on a schoolday, but never more than 8. (<i>EC 49116; LC 1391, 1392</i>)	3 hours per schoolday outside of school hours (<i>EC 49112, 49116; LC 1391</i>) 8 hours on any non-schoolday No more than 18 hours per week (<i>EC 49116; LC 1391</i>) WEE students may work during school hours & up to 23 hours per week. (<i>EC 49116; LC 1391</i>)	2 hours per schoolday and a maximum of 4 hours per week. (<i>EC 49112</i>)
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School Not In Session

8 hours per day (<i>LC 1391, 1392</i>) 48 hours per week (<i>LC 1391</i>)	8 hours per day (<i>LC 1391, 1392</i>) 40 hours per week (<i>LC 1391</i>)	8 hours per day (<i>LC 1391, 1392</i>) 40 hours per week (<i>LC 1391</i>)
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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 (<i>LC 1391</i>) WEE students, with permission, until 12:30 a.m. on any day (<i>LC 1391.1</i>) 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. (<i>LC 1391</i>)	7 a.m.-7 p.m., except that from June 1 through Labor Day, until 9 p.m. (<i>LC 1391</i>)
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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)

A "STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR WORK PERMIT--CERTIFICATE OF AGE" form (CDE 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 (First and Last)		_____ Home Phone	
_____ Birth Date	_____ Social Security Number	_____ Grade	_____ Age
_____ Home Address		_____ City	_____ Zip Code

School Information

JUSTIN GARZA HIGH SCHOOL - CENTRAL UNIFIED		559-275-4100	
_____ School Name		_____ School Phone	
4100 N. GRANTLAND AVE		FRESNO	
_____ 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 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.

_____ Employer's Name (Print First and Last)	_____ Employer's Signature	_____ Date
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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
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For authorized work permit issuer use ONLY

Maximum number of hours of employment when school is in session:

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
_____ Proof of Minor's Age (Evidence Type)				Check Permit Type: ☐ Full-time ☐ Work Experience ☐ Workability ☐ Restricted ☐ General ☐ ***Work Experience Education, Vocational Education, or Personal Attendant			
_____ Verifying Authority's Name and Title (Print)							
_____ Verifying Authority's Signature							

*EC 49130 | **Permit Type defined by local school | ***Special Education Grant

Copy--District or County Superintendent; Employer; Parent or Legal Guardian

(Over)