

**STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR A WORK PERMIT—CERTIFICATE OF AGE**

CDE Form B1-1 (Rev. 02-14)

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)***Minor's Information**

Minor's Name ( <i>First and Last</i> )		Home Phone	Grade
Home Address		City	Zip Code
Birth Date	Social Security Number	Age	Student's Signature

**School Information**

School Name	School Phone	
School Address	City	Zip Code

**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.*

Parent's Name ( <i>Print First and Last</i> )	Parent's Signature	Date
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**To be filled in and signed by employer**

Business Name or Agency of Placement	Business Phone	Supervisor's Name
Business Address	City	Zip Code
Employer's Maximum Expected Work Hours: _____ hours per day _____ hours per week		
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 ( <i>Print First and Last</i> )	Employer's Signature	Date
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**For authorized work permit issuer use ONLY**

Maximum number of work hours when school is in session:								Maximum number of work hours when school is not in session:							
Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total
Proof of Minor's Age ( <i>Evidence Type</i> )								<b>Check Permit Type:</b> <input type="checkbox"/> Full-time <input type="checkbox"/> Restricted <input type="checkbox"/> General <input type="checkbox"/> Work Experience Education, Vocational Education, or Personal Attendant <input type="checkbox"/> Workability							
Verifying Authority's Name and Title ( <i>Print</i> )															
Verifying Authority's Signature															

**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>.

## General Summary of Minors' Work Regulations

### Know Your Rights Publications

California Labor Commissioner [Know Your Rights webpage](#)  
Labor Enforcement Task Force booklet, [All Workers Have Rights In California](#)  
Legal Aid at Work, [12 Things Everyone Should Know About Employment Law](#)  
UCLA Labor Center [I am a #YoungWorker](#) webpage and resources

### Undocumented workers

Undocumented workers have almost all the same rights as other workers. The exception is that they are not eligible for unemployment insurance, though they can get state disability if they pay into the system. Check your pay stub to see if state disability insurance was deducted. Learn more from the [Legal Aid at Work Factsheet](#); and learn more about the [Employment Rights of Undocumented Workers](#).

### Minimum Wage, Overtime, and Other Wage Laws

Minimum wage: \$16.00 in 2024, increases every January 1. [The current minimum wage is always listed here.](#)

- [Many cities have higher minimum wages.](#)
- There is a special minimum wage for fast-food workers: \$20 per hour. Learn more: [Department of Industrial Relations webpage Fast Food Minimum Wage Frequently Asked Questions](#)
- Some special rules or exceptions may apply, depending on your job:
  - Personal attendants like babysitters under 18 are exempt from the minimum wage.
  - There is also the “learner” exception that could apply (regardless of age): During the first 160 hours of employment, workers can be paid 85% of the minimum wage if they have no previous experience in the occupation.
  - Student employees and camp counselors may also only be paid 85 percent of the minimum wage.
- To learn more about minimum wage laws and who is exempt, see [Legal Aid at Work Factsheet Minimum Wage Protections in California](#).

If you work more than eight hours in one day, more than 40 hours in one week, or seven days in a row, you get higher wages for the extra hours of work. California law does NOT require overtime on holidays. Learn the details about overtime: [Legal Aid at Work Factsheet: Overtime in California](#). There are different overtime rules for farmworkers and domestic workers. Learn more: [Legal Aid at Work Factsheet: Exemptions from Overtime Pay](#).

If your check is late, or if it is returned because there is not enough money in the employer’s account, you are entitled to an additional payment. If you are fired, you should receive your final paycheck on your last day of work. If you quit, you should receive your final paycheck within 72 hours. Your final paycheck should include anything you are owed for overtime work and payment for any vacation time you didn’t use. Learn more: [Legal Aid at Work Factsheet: Paydays/Late Pay/Bounced Paychecks](#).

“Show up” or “reporting time” pay means you could still get paid for some of your scheduled shift even if you are sent home because there isn’t enough work. If you show up for work and your employer doesn’t put you to work or gives you less than half of your usual or scheduled hours, you may be entitled to partial payment for the cut hours. See the Department of Industrial Relations webpage for [frequently asked questions about reporting time pay](#).

If you work a “split shift,” you may be entitled to additional pay. A split shift is a workday with a chunk of unpaid time off in between work shifts (meal breaks don’t count). See the Department of Industrial Relations webpage for [frequently asked questions about split shifts](#).

Workers earning tips have the same minimum wage as other workers. Tips do NOT count toward your minimum wage. Your employer cannot take your tips, but tip pooling is allowed. More details about tips:

- **How does a tip pool work?** Everyone’s tips are collected into a “pool” and then distributed to service staff (bartenders, hosts, servers, bussers) in a “fair and reasonable manner.” In general, the server will get the most, with bussers, bartenders, and hosts getting much smaller shares. Those who do not serve customers (dishwashers, cooks, cashiers) as well as managers and supervisors should not be included in the pool.
- **What happens to tips paid by credit card?** You should receive your tips paid by credit card by your next payday. Your employer CANNOT deduct credit card processing fees from your tips.

- **Are mandatory service charges treated like tips?** No. While many employers will give distribute some or all of the service charge they collect from customers to staff, they are not required to do so. Three cities have passed ordinances requiring employers to pass on all service charges to staff: Berkeley, Oakland, and Santa Monica.

For more information:

- [Nolo's California Laws for Tipped Employees](#)
- [California Labor Commissioner's Tips and Gratuities webpage](#)

### Breaks and Sick Time

Take your breaks and use your sick time if you need to!

All workers get regular breaks on the job and sick time when they are ill. It's the law.

You are entitled to:

- 10-minute *paid* rest breaks for every 4 hours of work
- An *unpaid*, uninterrupted 30-minute break for every five hours of work
- Learn more from the [Legal Aid at Work Factsheet: Rest Breaks and Meal Breaks](#).

Some workers such as domestic workers and farm workers are covered by different meal and break laws.

When working outdoors, workers have additional rights to prevent them from getting sick from the heat. Employers must allow outdoor workers to take a break whenever needed to cool off in the shade. Learn more about [heat illness prevention for workers](#).

Most workers, including part-time workers, are entitled to five days or 40 hours of paid sick leave (whichever is more), each year.

- You start "accruing" (meaning you start collecting or accumulating) paid sick leave after you've worked for your employer for 30 days. You can start using paid sick leave beginning on the 90th day of your employment.
- You can take paid sick leave for yourself or to care for a family member (parent, child, spouse, registered domestic partner, grandparent, grandchild, or sibling) or a "designated person." The designated person is someone you identify at the time you request your paid leave; it doesn't have to be a family member; and your employer may limit you to one designated person per year.
- You can also use paid sick leave for specific purposes if you are a victim of domestic violence, sexual assault, or stalking (for instance, to go to court for a restraining order).
- Your employer cannot discipline, fire, or demote you for using paid sick leave that you are entitled to by law.
- Your employer cannot require you to find your own replacement when you take paid sick leave. However, you should notify your employer in advance of planned sick leave and as soon as possible for unplanned sick leave.

More information on paid sick leave is available:

- [Legal Aid at Work Factsheet on paid sick leave](#)
- [Department of Industrial Relations California Paid Sick Leave: Frequently Asked Questions](#)

[The following California cities have their own sick leave laws:](#) Berkeley, Emeryville, Los Angeles, Oakland, San Diego San Francisco, Santa Monica, West Hollywood.

### Wage Theft

When an employer doesn't pay you *everything* you are owed, that's wage theft and it's illegal. To make a complaint about wage theft (including from being misclassified as an independent contractor) go to the [U.S. Department of Labor Wage and Hour Division](#); or [the California Labor Commissioner](#); or your local office of Labor Standards Enforcement (see below, "Cities that have their own labor rights enforcement office").

Some examples of wage theft:

- If you are paid less than you were promised
- If you are made to do any work *before* clocking in, *after* clocking out, or during paid or unpaid breaks
- If your employer changes your timecard
- If your employer deducts anything from your paycheck without your permission or anything not required by the government including:
  - Equipment
  - Uniforms: Your employer must pay the cost of any required uniform; the term "uniform" includes wearing apparel and accessories of distinctive design and color.
  - Things you accidentally break

- Cash register shortages caused by mistakes. (Employers can ONLY deduct from an employee’s wages for any cash shortage, breakage or loss of equipment if the employer can show that the shortage, breakage or loss is caused by a dishonest or willful act, or by the employee’s gross negligence. This accusation must be proven; a simple accusation does not give the employer the right to make the deduction.)

Additional examples of wage theft can be found on the [Department of Industrial Relations webpage Examples of Wage Theft](#).

**Misclassification: You Are Not a Contractor!**

If your employer sets your wages and hours and tells you how your job should be done you are an employee, not an independent contractor — that is, self-employed, often requiring a license. Some employers pretend that employees are independent contractors because it saves them money. But it leaves those workers without labor protections like minimum wage, overtime wages, paid sick leave, and more. Minors (children and adolescents under 18) cannot be independent contractors—that’s known as misclassification and it’s **illegal!**

Learn more about how to make sure you are not misclassified: [Legal Aid at Work Factsheet: Misclassification of Employees As Independent Contractors](#).

**Unsafe Working Conditions**

Your employer is required to provide:

- A safe and healthy workplace
- Training on chemicals and other hazards
- Protective uniforms and equipment
- Workers’ compensation if you are hurt on the job

Learn about some of the [common job hazards you should watch out for](#).

**\*\*\*You have the right to refuse to do a job task that could get you injured or even killed! \***

Learn more about your rights, employers’ duties and how to stay safe on the job:

- [youngworkers.org](#)
- [Legal Aid at Work Factsheet Health and Safety at Work](#)
- [Labor Occupational Health Program](#)
- [UCLA Labor Occupational Safety & Health Program](#)

To report complaints about safety violations go to [Cal/OSHA](#). Your call to Cal/OSHA is confidential and you can even call them without giving your name. Cal/OSHA also has [job safety information for young workers](#).

**We use the word “teen” or “minor,” but more specifically these laws apply to any person under the age of 18 years who is required to attend school. These laws do NOT apply to high school graduates under the age of 18. However, they DO apply to high school dropouts who are not yet 18.**

Jobs teens are not allowed to do

[Learn more about who the California child labor laws apply to.](#)

In California, workers under 18 cannot:

- Drive a motor vehicle on public streets as a main part of the job (17-year-olds may drive in a few specific cases.)
- Drive a forklift or other heavy equipment
- Use powered equipment like a circular saw, box crusher, meat slicer, or bakery machine
- Work in wrecking, demolition, excavation, or roofing
- Work in logging or a sawmill
- Prepare, serve, or sell alcoholic drinks
- Work where the teen is exposed to radiation.

**Also, 14- or 15-year-old workers cannot:**

- Do any baking
- Cook (except with electric or gas grills that do not involve cooking over an open flame and with deep fat fryers that automatically lower and raise the baskets)
- Work in dry cleaning or a commercial laundry
- Do building, construction, or manufacturing work
- Load or unload a truck, railroad car, or moving belt.
- Work on a ladder or scaffold

**Work Hours for Teens**

Labor laws protect teens from working too long, too late, or too early. Some school districts may have stricter rules. You can learn more from the LOHP pamphlet [Are You a Working Teen?](#)

<b>Hours</b>	<b>Ages 14-15</b>	<b>Ages 16-17</b>
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Work Hours	7am – 7pm, from Labor Day – June 1	5am – 10pm when there is school the next day
Vacation and weekends	7am – 9pm, from June 1 – Labor Day	5am – 12:30am when there is no school the next day
When school is in session	Not during school hours	Local school schedule
<b>The most hours you can work when school is in session</b>	<b>18 hours a week, but not over</b>	<b>48 hours a week, but not over</b>
Normal school week	3 hours a day on school days	4 hours a day Monday – Thursday
Vacation days and weekends	8 hours a day Saturday – Sunday and holidays	8 hours a day Friday – Sunday and holidays
<b>The most hours you can work when school is not in session</b>	<b>40 hours a week</b>	<b>48 hours a week</b>
Daily limit during vacation days	8 hours a day	8 hours a day

### Child labor violations

If your employer is making you work too late, too early, or too long (see the section above on “work hours for teens”) or is making you do tasks that are not legal for teens (see the section above on “jobs teens are not allowed to do”), these are child labor violations. You should report these to the [U.S. Department of Labor Wage and Hour Division](#) or to the [California Labor Commissioner](#).

### Discrimination and Harassment

Racial discrimination and sexual harassment from supervisors, coworkers, or customers are **illegal!** You have the right to speak up and file a complaint with HR or the government. Legal Aid at Work has numerous factsheets including:

- [Discrimination and Harassment in Employment](#)
- [Sexual harassment](#)
- [Combatting Islamophobia in the Workplace](#)
- [Hair Discrimination](#)
- [Sexual Orientation and Gender Identity Discrimination and Harassment](#)

For sexual harassment call the California Department of Fair Employment and Housing has a Workplace Harassment Hotline: 1-800-884-1684. If you think you are the victim of racial discrimination contact the [California Civil Rights Department](#).

### Right to Join a Union

You have the right to join a labor union

The right to join or organize a union is a basic right. Through unions, workers negotiate wages, benefits, health and safety, and other workplace rights. Employees are entitled to work together on common issues, even if they don’t have a union.

National law protects workers’ right to decide whether they want to participate in union activities. It is illegal for employers to punish an employee because of involvement in a union.

Learn more about participating in a union:

- Legal Aid at Work’s factsheet [The Right To Organize and Join a Union](#)
- California Labor Federation website [Unionize California](#)

### Retaliation (Employers CANNOT Take Your Rights)

Employers get to decide many things at work, but they cannot violate your rights without facing fines or even jail time!

It is **illegal** for an employer to fire you, cut your hours, give you a worse shift, or bad assignment, or punish you in any other way for exercising any of your rights such as refusing to work off the clock, taking paid sick leave, reporting harassment, or insisting on a safe workplace. It is **illegal** for an employer to call ICE to get back at workers who report workplace violations; employers face high fines for this.

Learn more about what retaliation in the workplace is and what to do about: Legal Aid at Work factsheet [Retaliation: Things You Should Know About Protected Workplace Rights](#). To make a complaint about retaliation go to the [California Labor Commissioner](#).

### Workers’ Comp, Unemployment & Disability Benefits, Family Leave

It can be confusing to apply for worker benefits to help you when you are sick, injured on the job, unemployed, or need family leave. You are entitled to benefits from these programs and they are not the same as filing a complaint against your employer. Sometimes, a company’s Human Resources (“HR”) department, or your union if you have one, can help you. If not, find a trusted adult to help you navigate the bureaucracy.

### Workers' compensation

If you are hurt on the job, you are entitled to medical care, lost wages if you miss more than three days of work, and additional benefits for more serious injuries. It doesn't matter who was at fault for the injury. You will need to apply for this program; your employer should give you a form after a work injury. Get help and information from the [Division of Workers' Compensation](#) at 1-800-736-7401.

### Unemployment insurance

If you lose your job, you may qualify for [unemployment payments](#) for a period of time. If you lost your job because your employer didn't have enough work for you, you will almost certainly qualify. Even if the employer says you were fired for making a mistake or for some other form of misconduct, you may still be eligible for these benefits.

### State disability insurance and family leave

California workers also can get partially paid time off for up to eight weeks through the [state disability program](#) if:

- they can't work because of illness, injury, pregnancy, or childbirth;
- to care for a very ill family member;
- to bond with a new child; and
- sometimes because of a family member's military service.

Most workers in California are allowed twelve weeks of UNPAID leave for these reasons, too.

### Where to Get Help or Report a Problem

It can be confusing to figure out how to report an employer for violating your rights. Try to find a trusted adult, like a parent, teacher, or school counselor, to help you find assistance. There are legal aid organizations that can help you for free or for a small cost. You should report wage theft and safety violations to the government. The organization **Legal Aid at Work** has helplines and clinics throughout the state that provide services for low-income California workers. Learn more and [find a clinic near you](#).

California's special taskforce for receiving tips and leads about bad employers is the [California Labor Enforcement Task Force \(LETEF\)](#). You can also report bad employers and labor violations to the [California Labor Commissioner](#).

California Department of Education, July 2024

To learn about your job rights, scan here: [bit.ly/3SyxmXP](https://bit.ly/3SyxmXP)

