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THE STATE OF CALIFORNIA Work Permit for Minors

**THE STATE OF CALIFORNIA REQUIRED 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.
2. The school will issue a State of California Department of Education form B1-1 (Intent to Employ). This form must be completed in blue or black ink and required the signature of the student, the employer, and the parent/guardian.
3. The completed B1-1 form is returned to the school of attendance and reviewed for accuracy and eligibility for both Fresno Unified and the prospective employer.
4. The student is to return to his/her school of attendance to pick up the student's State of California Department of Education Work Permit, form B1-4 (Permit to Employ and Work). The B1-4 is the document students need to submit to their employer to begin employment.
5. Student must provide a social security number and proof of identification.

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 <https://www.dir.ca.gov/DLSE/dlse.html>.

Student Name _____ School ID# _____

In order to acquire a work permit in the Fresno 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 quarter in order to maintain a valid Work Permit (FC 46145).**

ATTENDANCE STANDARD:

Students with six (6) or more days of unexcused absences or thirty-six (36) individual period absences/tardies per quarter will receive a probationary work permit; students may be employed and work with a probationary work permit. Subsequent violations of the attendance standard results in revocation of the student’s 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 STANDARD:

Students must have a quarterly cumulative grade point average (GPA) 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 results in revocation of the student’s 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 STANDARD:

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 results in revocation of the student’s 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 Fresno Unified School 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. Student’s must re-apply for a work permit after the revocation period providing the student has met the District’s minimum requirements to maintain the work permit.

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 <https://www.dir.ca.gov/DLSE/dlse.html>.

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

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

<FOR FUSD OFFICE USE ONLY>

GPA _____ Attendance _____ Citizenship _____
Regular _____ Probation _____ Denied _____

Reason for Probation or Denial: _____

Counselor Signature: _____ Date: _____

Work Permit Procedures

All District Work Permits will be issued by appointment only;
required documents will be processed via the student's school site.

Once a student has been offered a job, the student downloads and prints a work permit application: B1-1, "Statement of Intent to Employ Minor and Request for Work Permit" from their high school website, the District's Career Readiness website or internet. Students must have a work permit for each place of employment. After obtaining a promise of employment:

Section A: Directions to Complete the B1-1 Work Permit Form BEFORE submitting for processing by school site:

1. Student must completely fill out the B1-1 section, using black or blue ink.
2. Student must request that the employer completely fill out the employer section. The "Description of Work" must be detailed and complete. Student must obtain employer original signature prior to District verification and the two signatures (student and employer) must be within seven (7) days of each other.
3. Student must obtain parent/guardian approval with signature.
4. **Student emails their school's Job Developer (contact numbers for school sites and list of Job Developers are listed on page two) to make an appointment to drop off the completed B1-1 form or email the B1-1 form to have it processed electronically.** School staff will respond to the email within one working day to process student's work permit.

Section B: Directions *if* submitting the form at the school site:

5. If the school elects to have work permits processed by scheduled in-person appointment, student will call their school's Job Developer and arrange an appointment date and time. After arriving at school site for scheduled appointment, student will call the Job Developer to arrange for document processing. Work permits will be issued on site and student must stay at the agreed-upon area (front office, parking lot, etc...) while the work permit is generated. Appointments can take between 20-30 minutes.
6. School staff reviews student's grades and attendance to determine student's eligibility and notes grades and attendance on the B1-1.
7. School staff will generate official work permit (B1-4 form), print 3 copies, and sign. Student is given the work permit to sign.
8. After signing, two forms are given to the student -- one form is to be given to the employer and one is for the student's records. One form is retained by the District.

Per California Labor Law, work permits will be valid until the beginning of the next school year, and students cannot work during school hours.

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>)								Check Permit Type: <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															

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

General Summary of Minors' Work Regulations

FLSA-Federal Labor Standards Act, CDE-California Department of Education, EC-California Education Code, LC-California Labor Code

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

School In Session

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

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

Minors under 18 MAY NOT be employed or permitted to work in the following occupations declared hazardous in federal regulation and adopted by inclusion by the state of California [LC 1294.1, 29 CFR 570 Subpart E]:

- Occupations involved in the operation of bakery machines [29 CFR 570.52 (H.O. 11)];
- Occupations of motor vehicle driver and outside helper [29 CFR 570.52 (H.O. 2)] (See Chapter 7 of this digest);
- Occupations involved in the operation of power-driven Wood-working machines [29 CFR 570.55 (H.O. 5)];
- Occupations in the operation of power-driven meat processing machines and occupations involving slaughtering, meat packing or processing or rendering [29 CFR 570.61 (H.O. 10)];
- Occupations in or about plants or establishments manufacturing or storing explosives or articles containing explosive components, including for example: small arms ammunition [29 CFR 570.51 (H.O. 1)];
- Occupations in roofing operations [29 CFR 570.67 (H.O. 16)];
- Occupations involved in the operations of power-driven metal forming, punching and shearing machines [29 CFR 570.59 (H.O. 8)];
- Occupations involved in the operations of circular saws, band saws and guillotine shears [29 CFR 570.65 (H.O. 14)];
- Occupations involving the operation of power-driven hoisting apparatuses, including, for example: operating or assisting to operate certain elevators, cranes, derricks, hoists, riggers or high lift trucks [29 CFR 570.58 (H.O. 7)]; 26
- Occupations involved in the operation of paper products machines [29 CFR 570.62 (H.O. 12)];
- Occupations involved in the manufacture of brick, tile and kindred products [29 CFR 570.64 (H.O. 13)];
- Occupations involved in wrecking, demolition and ship-breaking operations [29 CFR 570.66 (H.O. 15)];
- Occupations in connection with mining other than coal mining [29 CFR 570.60 (H.O. 9)]; *These federal regulations are also referred to as the "Hazardous Occupation Orders." References to them are often abbreviated as H.O. and numbered 1, 2, etc.; this digest includes that identification as well as the legal citation.
- Logging, sawmill, lath mill, shingle mill or cooperage mill Occupations [29 CFR 570.54 (H.O. 4)];
- Occupations in excavation operations [29 CFR 570.68 (H.O. 17)];
- Occupations involving exposure to radioactive substances and to ionizing radiations. [29 CFR 570.57 (H.O. 6)]