

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 (First and Last)		Home Phone	Grade
Home Address		City	Zip Code
Birth Date	Social Security Number	Age	Student's Signature

School Information

OROVILLE HIGH SCHOOL	530-538-2320	
School Name	School Phone	
1535 BRIDGE ST.	OROVILLE	95966
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 (Print First and Last)	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 (Print First and Last)	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 (Evidence Type)								Check Permit Type: ☐ Full-time ☐ Restricted ☐ General ☐ Work Experience Education, Vocational Education, or Personal Attendant ☐ Workability							
Verifying Authority's Name and Title (Print)															
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>

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CDE Form B1-1 (Rev. 08-13)

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, 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 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 schoolday (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 and CVE 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 schoolday outside of school hours (EC 49112, 49116; LC 1391) 8 hours on any non-school day 18 hours per week (EC 49116; LC 1391) WEE and CVE students may work during school hours and up to 23 hours per week. (EC 49116; LC 1391)	2 hours per schoolday and a maximum of 4 hours per week (EC 49112)
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Maximum Work Hours - 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 and CVE 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 from June 1 through Labor Day, until 9 p.m. (LC 1391)	7 a.m.-7 p.m., except from June 1 through Labor Day, until 9 p.m. (LC 1391)
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OROVILLE UNION HIGH SCHOOL DISTRICT

Important Information Regarding Work Permits

Dear Students, Parents and Employers:

The Oroville Union High School District has the responsibility to prepare its students for success in a rapidly changing society and to make sound, informed, and ethical decisions in all aspects of their lives. We want all students to have the opportunity to achieve success during their high school experience.

The Division of Labor regulates the employment of minors. These laws can be found on the reverse side of the attached application. The most important law establishes the hours of employment. Please read the following bulleted items and initial the appropriate space below to indicate that you have read and understand this law.

- When school is in session, a 16 or 17 year old student may work a maximum of 4 hours per day Monday through Friday. They can work up to 8 hours on any non-school day or on any day preceding a non-school day. The work must be performed between the hours of 5:00 a.m. to 10:00 p.m. Work may extend to 12:30 a.m. on a night preceding a non-school day.
- When school is in session, a 14 or 15 year old student may work a maximum of 3 hours per day Monday through Friday. They can work up to 8 hours on any non-school day. The work must be performed between the hours of 7:00 a.m. to 7:00 p.m. Work from June 1 through Labor Day the work window may be extended until 9:00 p.m.

Student initials: _____

Parent initials: _____

Employer initials: _____

In addition to the labor laws, the Oroville Union High School District has established minimum requirements that students must meet to obtain a work permit. Please review the following bulleted items and initial the appropriate space below to indicate that you have read and understand these requirements.

- ✱ • Students must maintain a 2.0 GPA.
- Students must maintain 85% attendance.
- Students cannot have a failing grade on any quarter or semester report card.
- Students must comply with all school rules.
- Students will not be excused from Saturday school due to a work schedule conflict.

Student initials: _____

Parent initials: _____

Employer initials: _____

According to federal law, the school **must** revoke work permits if the student's employment is impairing his/her education. The school will monitor GPA's, attendance and grades on a quarterly basis. **A student's work permit will be revoked if they fail to meet the minimum requirements listed above.**

If you have any questions regarding work permits, please contact your student's school.

Las Plumas High School 538-2310
Oroville Adult Education 538-5350

Oroville High School 538-2320