



## Work Permit Eligibility

The work permit policy currently being followed requires a student to have:

- Minimum GPA of 2.0
- No F's
- 7 or fewer single period unexcused absences

**\*\*Grades are based on last posted grades\*\***  
(progress/quarter/semester)

**If you did not meet eligibility**, you can reapply next posted grades.

Your work permit will be reviewed for eligibility each posted grade term. If you no longer meet eligibility, your permit will be rescinded.

**\*\*\*\*\*Students and parents, please read below and sign \*\*\*\*\***

My parents and I have read the eligibility requirements and are aware that my work permit may be revoked if I fail to meet eligibility.

Date: \_\_\_\_\_

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Parent Signature

Print Parent Name

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Student Signature

Print Student Name



# Work Permit Procedures

## **To request/obtain your work permit:**

1. Click on the following link to download and print **Work Permit Application**

### [Work Permit Application](#)

2. Review, print and sign **Work Permit Eligibility**
3. Fill out the following sections of the **Work Permit Application**:
  - a. Minor's Information
  - b. Filled in and signed by employer
  - c. Filled in and signed by parent or legal guardian
4. Drop off complete Work Permit Application to: Christine Velazquez located in the Student Service Center M-Z side.
5. You will receive an email with your issued work permit (you are not done yet!!)
6. Print and sign the issued work permit and drop off the signed work permit to Christine Velazquez.

**Your work permit IS NOT official until the signed copy is received by the school.**

*Questions? Please contact Christine Velazquez in the Student Service Center M-Z side.*

*(209) 953-8935*

**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**

<b>16 &amp; 17 Year Olds</b>	<b>14 &amp; 15 Year Olds</b>	<b>12 &amp; 13 Year Olds</b>
Must have completed 7 <sup>th</sup> grade to work while school is in session. (EC 49112)	Must have completed 7 <sup>th</sup> 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 schoolday (EC 49112; 49116; LC 1391) 8 hours on any non-schoolday or on any day preceding a non-schoolday. (EC 49112; LC 1391) 48 hours per week (LC 1391) WEE students & personal attendants may work more than 4 hours on a schoolday, 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-schoolday 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 schoolday 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-schoolday (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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**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>.

**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 ( <i>First and Last</i> )		Home Phone	
Birth Date	Social Security Number	Grade	Age
Home Address		City	Zip Code

**School Information**

Lincoln High School		209-953-8920	
School Name	School Phone		
6844 Alexandria Place	Stockton	95207	
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 ( <i>Print First and Last</i> )	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 ( <i>Print First and Last</i> )	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 ( <i>Evidence Type</i> )								
Verifying Authority's Name and Title ( <i>Print</i> )								
Verifying Authority's Signature								

**Check Permit Type:**

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