



WORK PERMIT Checklist

NOTE: All permits must be RENEWED during the first five days of the school year.

- Download [Work Permit Request Form](#) and PRINT
- Fill out the top three sections: student, parent, and employer information
- Gather “wet” signatures (*scanned or emailed requests will not be accepted*)
- Drop off:** The request form can be dropped off to PUSD front office (**5758 W. Las Positas Blvd, Pleasanton**) or the Adult School located behind the building.
- Allow up to 3 business days for processing; the student will receive an email indicating the permit is ready for pick-up.
- Pick-up:** Please read your emails for dates and pick-up location. Pick-up will be done at the Adult School section of the district office, located behind the PUSD district office. Bring student ID for pick-up and expect to sign the permit in front of Work Permit personnel. The work permit must be picked up before the student starts work.
- Take the Work Permit to the employer.

*WHEN a student is hired for a new or second job, they must go through the work permit process again and indicate whether the job replaces their first permitted job or if it's in addition to their permitted job. Restrictions on work hours differ according to a student's age and type of permit.

Employers must keep on file all Permits to Employ and Work. Records must be open at all times for inspection by school authorities and officers of the Division of Labor Standards Enforcement. [LC 1299, EC 49161, EC 49164 and EC 49181] Failure to produce Permits to Employ and Work is prima facie evidence of the illegal employment of minors and subjects the employer to a \$500 fine on the first offense. [LC 1304, LC 1288 and EC 49181]

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
---	--------------------	------

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
---	----------------------	------

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															

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, & 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 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-schoolday or on any day preceding a non-schoolday (EC 49112; LC 1391) 48 hours per week (LC 1391) WEE and CVE 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 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)
---	--	--

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)
--	--	--

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 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)
---	---	---