LIBERTY HIGH SCHOOL
WORK PERMIT INFORMATION

TO COMPLETE THE REQUEST FORM PLEASE DO THE FOLLOWING:
Complete the 3 sections on the:

Statement of Intent to Employ Minor and <u>Request</u> for Work Permit
Part 1- Minors Part 2 - Employers Part 3 - Parent or Legal Guardian

TheStudent then turns the work permit request form into the Career Center. The Career Center Technician verifies school enrollment, checks grades, attendance and request a teacher recommendation; per Liberty Union High School District Administrative regulation 5113.2, before a work permit is issued. The student will then need to pick up the issued permit from the Career Center, sign it and give to the employer. Most work permits are valid through the current school year. Summer work permits are only valid for summer.



Students must have at least a 2.0 GPA on their last grade report.

COMPLETION OF A WORK PERMIT REQUIRES 48 HOURS.

Liberty Union High School District
Administrative Regulation 5113.2 (excerpt)

Administrative Regulation 5113.2 is excerpted below regarding approval / revocation of work permits. The entire regulation is available at the District Office.

1. No work permit shall be issued until the student's parent/guardian, foster parent or residential shelter services provider has filed a written request with the district. (Education Code 49110)

2. To help in determining the extent to which outside employment may be approved, the Superintendent's designee may inspect the student's records for evidence of satisfactory grades and school attendance, and may confer with at least one of the student's teachers to determine whether the student appears to have time, stamina, motivation and maturity to maintain academic process while working.
(cf.5121 - Grades/Evaluation of Student Achievement)

3. After issuing a work permit, the Superintendent or designee shall periodically inspect the student's scholastic and attendance records to ensure maintenance of academic process.

1. Work Permits issued during the school year shall expire 5 days after the opening of the next succeeding school year. (Education code 49118)

2. The Superintendent or designee shall revoke a student's work permit whenever he/she determines that employment is impairing the student's health or education, that any provision or condition of the permit is being violated, or that the student is performing work in violation of Law. (Education Code 49164)

GENERAL SUMMARY OF MINOR'S WORK REGULATIONS

- **If federal laws, state laws and school district policiesconflict, the more restrictive law (that which is most protective of the employee) prevails.**
- Generally, minors must attend schooluntilage 18 unlessthey are 16years or olderand havegraduated from high school or received a state CertificateofProficiency.
- Employers of minors required to attendschool must complete a " Statement of Intent to Employ Minor and Request for Work Permit" (B1-1) fortheschool district of attendance for each such minor.
- Employers must retain a "Permit to Employand Work" (form B1-4) for each such minor.
- Work Permits (B1-4) must be retainedforthree years and open at all times for inspection by sanctioned authorities.
- A work permit (b1-4) must be revokedwhenever the issuing authority determines the employment is illegal or is impairing the health or education of theminor.

Minors under the age of 18 may not work in occupations declared hazardous for young workers as listed below:

1. Coalmining
2. Excavation operation
3. Explosives
4. Logging and sawmilling
5. Manufacturing brick, tile products
6. Motor vehicle driving/outside helper
7. Othermining
8. Power-baking machines
9. Power-driven forklifts
10. Power-driven meat slicing
11. Power-driven metal forming, punching
12. Power-driven paper products/bailing
13. Power-drivenwoodworkingmachines
14. Power saws and shears
15. Radiation exposures
16. Roofing
17. Wrecking, demolition

For more information about hazardous occupations, contact the U.S. Department of Labor (Child Labor101 and 102) and the California Department of Industrial Relations, Division of Labor Standards Enforcement. Regional offices are located in several California cities. They are listed in the "Government Listings" sections of telephone directories.

- Minors younger than 16 years are allowed to work only in limited, specified occupations which exclude baking, manufacturing, processing, construction, warehouse, and transportation occupations.
- In addition to safety regulations, labor laws applicable to adult employees are also generally applicable to minor employees, including workers' compensation insurance requirements.
- Child labor laws do not generally apply to minors who deliver newspapers or work at odd jobs, such as yard work and baby sitting, or in private homes where the minor is not regularly employed
  ~~A day of rest from work is required if the total hours worked per week exceeds 30 or if more than 6 hours are worked on any one day during the week.~~

Hours of Work

16 – 17 When school is in session: Daily maximum 4 hours, Monday though Thursday. May work up to 8 hours on any nonschool day or on any day that preceded a nonschool day. May be permitted to work up to 48 hours per week. **Students in Work Experience Education** programs may be permitted to work a maximum of 8 hours on a school day. When school is in session: May work up to 48 hours per week but no more than 8 hours in any one day.

Work must be performed no earlier than 5:00 a.m. or later than 10:00 p.m. except that work may extend to 12:30 a.m. on nights preceding nonschool days. **Work Experience Education** and career exploration programs may be authorized to work until 12:30 a.m. on nights proceeding school days with specified written permission.

14 – 15 When school is in session: On schooldays, daily maximum 3 hours. On non-school days may work 8 hours. Weekly maximum 18 hours. Students in **Work Experience Education** and career exploration programs may work up to 23 hours per week. When school is not in session: Daily maximum 8 hours and weekly maximum 40 hours.

May not work during public school hours except students in **Work Experience Education** or career exploration programs. Work must be performed no earlier than 7:00 a.m. or later than 7:00 p.m. any day of the week. From June 1 to Labor Day work hours may be extended to 9:00 p.m.

Younger than 14: Labor laws generally prohibit nonfarm employment of children younger than 14. Special rules apply to agricultural work, domestic work and the entertainment industry.

★ *ALL sections MUST be filled out before giving to Ms.D!*

Statement of Intent to Employ Minor and Request for Work Permit

NOT A WORK PERMIT- PRINT ALL INFORMATION EXCEPT SIGNATURES

Student fills out

Part 1 -For Minors to Complete:

Minor's Last Name _____ *First Name* _____ *Student ID #* _____ *Social Security Number* _____

Street Address _____ *City* _____ *Zip Code* _____

Home Phone _____ *Age* _____ *Date of Birth* _____ *Grade* _____ *Counselor's Name* _____

Liberty High School, 850 Second Street, **Brentwood, CA 94513 (925) 634-** ***3521***

Leave blank

For School to Complete:

Type: Regular_____ Vacation _____ WorkExperience Education _____ Year Round _____

Other (Specify)_____

_____

SignatureofVerifyingAuthority

School Records &SASI – Evidence of MinorsAge

Supervisor/manager fills out

Part 2 -For Employer to Complete: (Please review rules for employment of minors)

Business Name _____ *Street Address* _____

City _____ *Zip* _____ *Business Phone #* _____

Maximum number of hours of employment when school is in session:

Mon_____ Tues _____ Wed _____ Thurs _____ Fri _____ Sat _____ Sun _____ Weekly _____

Workers'Compensation Carrier _____ *Minor'sWorkDuties* _____ *Hourly Wage* _____

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, 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.

_____ _____

Supervisor's Signature ***Supervisor's Name (print or typed)***

Parent/guardian fills out

Part3 - For Parent or Legal Guardian to Complete:

Thisminor 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, theinformation herein is correct and true I request a work permit be issue.

InAddition to this employer, my child is working for: _____

Name of Business

_____ _____

Signature of Parent or Legal Guardian ***Date***

Leave blank

Office Use Only:

Permit issued on:_____ **By:** _____

Date *Signature*