STATE OF CALIFORNIA DEPARTMENT OF EDUCATION (**This is NOT a work permit)**

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 **USE BLUE OR BLACK INK**

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

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 (*Print First and Last*) | **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: **(REQUIRED)**

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**

For authorized work permit issuer use ONLY

_____
Proof of Minor's Age *(Evidence Type)*

_____
Verifying Authority's Name and Title *(Print)*

_____
Verifying Authority's Signature

Check Permit Type:

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

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.

See back for more information

Colton Joint Unified School District Hours of Work for Students

In order to obtain a work permit, students must maintain satisfactory grades and attendance. Students that fall below the district standard in grades or attendance will be in jeopardy of losing their permit to work.

AGES:
16 – 17 When school is in session: Daily maximum 4 hours, Monday through Thursday. May work up to 8 hours on any non-school day or on any day that precedes a non-school day. May be permitted to work up to 24 hours per week.
Work Experience Education program students may be permitted to work a maximum of 8 hours on a school day. May be permitted to work up to 40 hours per week.
When school is not in session: (Fall, Winter, Spring, and Summer Break) Daily maximum 8 hours and weekly maximum 40 hours.

Work must be performed between 5:00 a.m. and 10:00 p.m. except that work hours can be extended to 12:30 a.m. on nights preceding non-school days. Students in Work Experience Education programs can be authorized to work until 12:30 a.m. on nights preceding school days.

14 – 15 When school is in session: Daily maximum 3 hours, Monday through Friday. Weekly maximum 18 hours. Can work 8 hours on Saturday and Sunday.
When school is not in session: (Fall, Winter, Spring, and Summer Break) Daily maximum 8 hours and weekly maximum 40 hours.

May work from 7:00 a.m. to 7:00 p.m. any day of the week. May work from 7:00 a.m. to 9:00 p.m. when school is not in session.

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

General Summary of Minors' Work Regulations

State child labor laws and the child labor provisions of the federal Fair Labor Standards Act (FLSA) govern most California employers.
If federal laws, state laws, and school district policies conflict, **the more restrictive law** (that which is most protective of the employee) **prevails**.
Generally, minors must attend school until age 18 unless they are 16 years or older and have graduated from high school or received a state Certificate of Proficiency.

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

1. Explosives
2. Motor vehicle driving/outside helper
3. Coal mining
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. Other mining
10. Power-driven food slicing/processing
11. Power baking/dough making machines
12. Power-driven paper products/paper baling
13. Manufacturing brick, tile products
14. Power saws and shears
15. Wrecking, demolition
16. Roofing
17. Excavation operations
18. Feed box crusher

For more information about hazardous occupations, contact the U.S. Department of Labor (Child Labor Bulletins 101 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.

Labor laws set the basic minimum age of 16 years for general employment. Persons younger than 16 years are allowed to work only in limited, specified occupations that exclude baking, manufacturing, processing, construction, warehouse, and transportation occupations.

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.

Employers of minors required to attend school must complete a "Statement of Intent to Employ Minor and Request for Work Permit" (form B1-1) for the school district of attendance for each such minor. Employers must themselves have on file for each such minor a "Permit to Employ and Work" (form B1-4). Work permits (B1-4) must be open at all times for inspection by sanctioned authorities.

A work permit (B1-4) must be revoked whenever the issuing authority determines the employment is illegal or is impairing the health or education of the minor. 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.