Fresno Unified School District
ACHIEVING OUR *GREATEST* POTENTIAL

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THE STATE OF CALIFORNIA
Work Permit for Minors

THE STATE OF CALIFORNIA REQUIRED THAT ALL MINORS
(A PERSON UNDER THE AGE OF 18)
HAVE A WORK PERMIT ON FILE AT HE WORKSITE BEFORE THE EMPLOYMENT IS LEGAL
Exceptions: High School Diploma or equivalent

A minor not attending school is not eligible for a California Work Permit

PROCEDURES FOR OBTAINING A WORK PERMIT

1. The school of attendance issues the work permit.
2. The school will issue a State of California Department of Education form B1-1 (Intent to Employ). This form must be completed in blue or black ink and required the signature of the student, the employer, and the parent/guardian.
3. The completed B1-1 form is returned to the school of attendance and reviewed for accuracy and eligibility for both Fresno Unified and the prospective employer.
4. The student is to return to his/her school of attendance to pick up the student's State of California Department of Education Work Permit, form B1-4 (Permit to Employ and Work). The B1-4 is the document students need to submit to their employer to begin employment.
5. Student must provide a social security number and proof of identification.

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 https://www.dir.ca.gov/DLSE/dlse.html.

Student Name _____ School ID# _____

In order to acquire a work permit in the Fresno Unified School District, the following minimum standards must be adhered to- attendance, grades, and citizenship guidelines. **Additionally, students must be enrolled in five (5) courses per quarter in order to maintain a valid Work Permit (FC 46145).**

ATTENDANCE STANDARD:
Students with six (6) or more days of unexcused absences or thirty-six (36) individual period absences/tardies per quarter will receive a probationary work permit; students may be employed and work with a probationary work permit. Subsequent violations of the attendance standard results in revocation of the student's work permit. Parents and employers will be notified by the student's counselor of the probation/revocation status of the student's work permit.

GRADING STANDARD:
Students must have a quarterly cumulative grade point average (GPA) of 2.0 or higher or the work permit may be placed on probation. Students may be employed and work during a probation period. Subsequent violations of the grading standard results in revocation of the student's work permit. Parents and employers will be notified by the student's counselor of the probation/revocation status of the student's work permit.

CITIZENSHIP STANDARD:
Students must maintain appropriate conduct in citizenship. Suspension, expulsion or conduct referrals will result in a probationary work permit. Students may be employed and work during a probation period. Subsequent violations of the citizenship standard results in revocation of the student's work permit. Parents and employers will be notified by the student's counselor of the probation/revocation status of the student's work permit.

The Fresno Unified School District's intent is to improve each student's academic performance, attendance, and citizenship as they build their work habits, skills, and positive character references. Student's must re-apply for a work permit after the revocation period providing the student has met the District's minimum requirements to maintain the work permit.

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I have read and understand the above information on the Requirements to Maintain the Work Permit.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

<FOR FUSD OFFICE USE ONLY>

GPA _____ Attendance _____ Citizenship _____

Regular _____ Probation _____ Denied _____

Reason for Probation or Denial: _____

Counselor Signature: _____ Date: _____

STATE OF CALIFORNIA DEPARTMENT OF EDUCATION

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** **Student ID** _____

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

School Information

Edison High School	(559) 457-2650	
School Name	School Phone	
540 E. Cesar Chavez Blvd.	Fresno	93706
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: _____

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

Maximum number of work hours when school is in session:

Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total

Maximum number of work hours when school is not in session:

Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total

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

- **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 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* 1285–1312)

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 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)

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 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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