

Work Experience Class

Welcome to Work Experience

- ▶ **Mr. Hancock**
- ▶ **909-628-1202 ex 8920/5324**
- ▶ **Todd_Hancock@chino.k12.ca.us**

Welcome to Work Experience

- ▶ **Class times**

- ▶ **Monday 12 to 2 pm**

- ▶ **Room 25 at the AEC**

- ▶ **Tuesday 12 to 2 pm**

- ▶ **Room 10 at the Adult school**

Completion of the following documents

- ▶ Personal Information Sheet
- ▶ Remind sign up
- ▶ Class Syllabus and application for program.
- ▶ B1-1 Form (Green Sheets) Application for a work Permit
- ▶ Are you a Teen Worker Booklet and Safety in the Work Place Answer Document (Homework)

Expectation on the Job

- ▶ *Whether this is your first job, an internship, or a volunteer position, how you do & what you learn in this job will be very valuable for the rest of your work life. Please remember you are not only representing **yourself**, and **your parents**, but you are also **representing the Chino Valley Unified School District and Work Experience program of Alternative Education Center.***

Expectation on the Job

▶ **PROFESSIONALISM**

- ▶ **Early is on Time**, On time is Late (be at your work station or time clock at least 5 minutes early)
- ▶ Avoid Absences, follow the company policies and procedures
- ▶ **Dress Appropriately**
- ▶ Be Respectful, Courteous, and Considerate of your Supervisors, Customers, and Coworkers.
- ▶ **Don't Chew Gum**, Eat or Drink while working
- ▶ Stick to Business, Practice Self Control, and **Stay Off your Cell Phone**
- ▶ **Be Honest**, don't take or give away company **property, time**, money, or resources
- ▶ **Don't Gossip, Share Dirty Jokes; or Inappropriate E-mails, digital media or print material**

Expectation on the Job

▶ POSITIVE ATTITUDE

- ▶ Have Energy and Enthusiasm, **SMILE!**
- ▶ Be **Eager to Learn** new Skills, and **Do a Good Job**
- ▶ Take **Direction or Correction Humbly**
- ▶ Ask for Guidance when you are Confused or Unsure
- ▶ **Show Initiative** by going Beyond the Call of Duty
- ▶ Contribute to the Success of the Team. **Be Cooperative!**
- ▶ Be Effective and Efficient! Accurate and Attentive to Details
- ▶ **Put Work First, keep your Personal Life out of the Workplace**

Expectation on the Job

- ▶ **COMMUNICATION SKILLS**

- ▶ **Make Eye Contact**

- ▶ Listen with Interest

- ▶ Speak Clearly

- ▶ Use proper Grammar, Spelling and Punctuation

- ▶ Don't be Afraid of your Supervisor

- ▶ **Watch Your Body Language and Non Verbal Messages**

- ▶ Take Accurate Messages

- ▶ Callers Name & Phone Number

- ▶ Facts; what, when, where, and why

- ▶ Write neatly

- ▶ Eliminate Errors by Repeating the Message to the Caller

General Labor Code Requirements

Minimum Wage

- ▶ State of California: **\$10/hour**
- ▶ Increases to **\$10.50/hour** on Jan. 1st, 2017 ;
- ▶ Several municipalities have passed local minimum wage ordinances.
- ▶ LC 1197, IWC Orders Section 4

Meal and Rest Periods

- ▶ Meal periods - **30 minutes** for a work shift of 5 or more hours.
- ▶ May be waived by consent for work periods of 6 hours or less.
- ▶ Rest periods - **10 minutes** for every 4 hours worked (or major fraction thereof).
- ▶ LC 512, IWC Orders Sections 11 and 12

Remind Texting

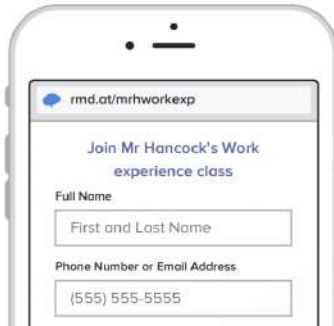
Pick a way to receive messages for Mr Hancock's Work experience class:

A If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/mrhworkexp

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.




B If you don't have a smartphone, get text notifications.

Text the message @mrhworkexp to the number 81010.

If you're having trouble with 81010, try texting @mrhworkexp to (620) 603-0093.

* Standard text message rates apply.



Don't have a mobile phone? Go to rmd.at/mrhworkexp on a desktop computer to sign up for email notifications.

▶ 81010 address

▶ Message

▶ @mrhworkexp

Grading

Overall Assessment/Grading Scale

- ▶ Grading Scale:
- ▶ 90-100% A Homework/Class Participation
- ▶ 80-89% B Attendance (Absences/Tardies)
- ▶ 70-79% C Required Course Forms/Pay Stubs/Timesheets
- ▶ 60-69% D Worksite Evaluation
- ▶ 0-59% F Final Exam

Hours equals Credits

General Work Experience Credits:

Work Hours	Units per Semester	Assignments Required to pass the class
<ul style="list-style-type: none">▪ 256+▪ 128 -144▪ 86-127	<ul style="list-style-type: none">10 Units maximum5 Units maximum2.5 Units maximum	Failure to complete required forms/assignments will result in the student receiving an F and 0 credits (even if all other work is turned in and they are passing)

Exploratory Work Experience Credits:

33-64 Volunteer/Intern hours = 2.5 credits	65+ Volunteer/Intern hours = 5 credits
--	--

What We Will Learn

Fall Semester (1st Year)

Unit 1 – Being Employed

Unit 2 – Balancing School, Life,
and Work

Unit 3 – Financial Literacy

Spring Semester (1st Year)

Unit 4 – Staying Employed

Unit 5 – Career Development

What We Will Learn

Fall Semester (2st Year)

Unit 1 – Being Employed

Unit 2 – Success on the Job

Unit 3 – Managing Life

Spring Semester (2st Year)

Unit 4 – Staying Employed

Unit 5 – Career Preparations

Unit 6 Entrepreneurship

“

Things you should know about
your Job

”

Knowledge Is power

Tips and Gratuities Subminimum Wage

- ▶ Labor Code Section 351: “every gratuity is ... the sole property of the employee or employees to whom it was paid, given, or left for.”
- ▶ **Tip pooling** is allowed, as long as policy is fair and reasonable.
- ▶ Employer **cannot** use tips as a credit towards the obligation to pay the minimum wage.
- ▶ No distinction between adults and minors in regards to minimum wage.
- ▶ Learner Rate – During first **160 hours** of employment, working in occupations in which they have no similar or related experience, may be paid **85%** of the minimum wage.
- ▶ Minors in Work Experience Education programs permitted to work between 10 p.m. and 12:30 a.m. must be paid minimum wage for these hours.

CA Labor Code and Code of Federal Regulations

- ▶ Prohibitions are strict, and carry fines of \$5,000 to \$10,000 - along with criminal misdemeanor penalties. (LC 1288, 1303 and 1308)
- ▶ High school graduates also subject to prohibitions unless they have completed an approved training program in the occupation.
- ▶ In instances where California Labor Code and the Code of Federal Regulation overlap, the more protective standard always applies.

Minors under 18 may not be employed in the following occupations:

- ▶ In or about plants or establishments manufacturing or storing explosives (including, for example, small arms ammunition) ;
- ▶ Mining operations;
- ▶ Logging occupations; operating power-driven woodworking machines;
- ▶ Operating cranes, hoists, riggers, high-lift trucks;
- ▶ Operating bakery machines;
- ▶ Operating paper product machines;
- ▶ Operating power-driven meat-processing machines; slaughter and/or meat packing;

Prohibitions for minors under 18 cont'd

- ▶ Occupations involved in wrecking, demolition, and shipbreaking;
- ▶ Roofing operations;
- ▶ Excavation operations;
- ▶ Any occupation involving exposure to radioactive substances and/or ionizing radiations.
- ▶ Any work that involves the inflation of any tire mounted on a rim equipped with a removable retainer ring
- ▶ For a complete list of prohibited occupations see 29 CFR 570 -
<https://www.dol.gov/whd/childlabor.htm>

Minors under 16 may not be employed in the following occupations:

- ▶ Any work requiring the use of ladders, scaffolds or their substitutes including outside window washing that requires standing on sills;
- ▶ Cooking (except with electric or gas grills that do not involve cooking over an open flame and with deep fat fryers that automatically lower and raise the baskets);
- ▶ Baking;
- ▶ Operating, setting up, adjusting, cleaning, oiling or repairing power-driven food slicers, grinders, choppers, cutters and mixers;
- ▶ Construction, including demolition and repair;

Prohibitions for minors under 16 cont'd

- ▶ Work in freezers and meat coolers, and preparation of meat for sale. (Wrapping, labeling, pricing and stocking goods are permitted if performed in areas separate from meat coolers and freezers);
- ▶ Loading and unloading goods from trucks, conveyors, railroad cars;
- ▶ Operation of motor vehicles or service as helpers on such vehicles;
- ▶ Public messenger services;
- ▶ All occupations where the minor comes in close proximity to moving machinery;
- ▶ In any occupation dangerous to the life or limb, or injurious to the health or morals of the minor.

Immoral Places and Activities

- ▶ Minors under 18 may not be employed, exhibited or in any manner or under any pretense, sold, apprenticed, let out or disposed of to another person who causes, procures or encourages the minor to engage in any obscene, indecent or immoral purpose, exhibition or practice.
- ▶ Any parent, guardian, employer, and any firm or corporation, who as an employer or otherwise, sends, directs or causes to be sent or directed any minor under 18, to any saloon, gambling establishment, house of prostitution or other immoral place is guilty of a misdemeanor.

Restricted Occupations

14 and 15 year olds may perform:

**Occupations permitted to minors, with
certain restrictions**

Food Service and Retail

14 and 15 year olds may perform:

- ▶ Office and clerical work.
- ▶ Cashiering, selling, price marking, bagging and carrying out orders.
- ▶ Errand and delivery work by foot, bicycle or public transport.
- ▶ Cleanup work, excluding the use of power-driven mowers or cutters.
- ▶ Kitchen work and other prep work, including but not limited to the operation of popcorn machines, dishwashers and coffee grinders.
- ▶ Cleaning vegetables and fruits, outside of freezers or meat coolers.

Liquor and Lottery Sales

Minors under 18 may:

- ▶ Sell alcohol for consumption off the premises only if the minor is constantly supervised by a person 21 years of age or older.
- ▶ Sell lottery tickets only if the minor is constantly supervised by a person 21 years of age or older.
- ▶ Bus tables in a bona fide eating establishment where alcohol is served.
- ▶ Persons under 21 **may not** be employed during business hours in or on a portion of any premises that are primarily designed and used for the sale of alcoholic beverages for consumption on the premises. (BPC 25663)

Gasoline Service Stations

- ▶ **14 – 15 year olds** may work in gas stations, but only in activities also permitted to 14 – 15 year olds in the food service and retail industries (e.g. cashiering, price marking).
- ▶ **16 year olds** may dispense gas or oil, clean, wash and polish cars, and/or perform mechanical work.
- ▶ **18 is the minimum age** that a person may perform activities in a gas station that require the use of racks, pits, lifting apparatuses or the inflation of any tire mounted on a rim.
- ▶ Minors may not be employed in a gas station service establishment in any occupation declared hazardous by the Secretary of Labor (29 CFR 570 Subpart E).

Newspaper, Magazine and Door to Door Sales

- ▶ Minors **12 years of age** may sell or distribute newspapers, magazines, periodicals or circulars.
- ▶ Newscarriers at least **14 years of age** do not require work permits.
- ▶ **Minors under 16** may not sell passing motorists newspapers, flowers or other merchandise from a street, highway, divider or on/off ramp.
- ▶ **Minors under 16** may not sell door-to-door unless they a) work in pairs, b) are supervised by at least 1 adult for every 10 minors, c) are within sight/sound of supervisor at least once every 15 minutes, d) are returned home or to respective meeting place after each day and e) all sales activities are performed within 50 miles of the minor's residence.

Household Occupations

- ▶ Minors who are **irregularly employed** in odd jobs in private households (such as babysitting or yard work under 20 hours per week) do not require work permits.
- ▶ Employment of minors in a household **on a regular basis** to perform domestic duties requires a permit to work.

Household Occupations

Personal Attendants

- ▶ Definition: Any person employed by a private household or third party employer recognized in the health care industry ... to supervise, feed or dress a child or person who by reason of advanced age, disability or deficiency needs supervision.
- ▶ Personal attendants who are at least 16 years of age may be issued a permit to work for more than 4 hours on a school day.
- ▶ Minors may be issued a permit to work more than 8 hours in a day, but are still subject to the weekly maximum for their age group.

Entertainment Work Permits

STATE OF CALIFORNIA
Division of Labor Standards Enforcement

THIS IS NOT A PERMIT

NEW (never applied before) RENEW

Permit No. _____

APPLICATION FOR PERMISSION TO WORK IN THE ENTERTAINMENT INDUSTRY

- PROCEDURES FOR OBTAINING WORK PERMIT**
1. Complete the information required below.
 2. School authorities must complete the "School Record" section below for minors in grades 1 thru 12.
 3. For minors 15 days through kindergarten, please attach a photo copy of minor's birth certificate. See reverse side for other documents that may be accepted.
 4. All signatures MUST be in original ink. No fax or photo copies permitted.
 5. Mail or present the completed application to any office of the Division of Labor Standards Enforcement for issuance of your work permit. Work permits will be issued within 3 business days and mailed to you.
 6. Please provide a preaddressed, stamped envelope so the permit can be mailed back to you.

Name of Child		Professional Name of applicable AKA:				
Permanent Address Number	Street	City	State	Zip Code	Home Phone Number	
School Attending					Grade	
Date of Birth	Age	Height ft. in.	Weight lbs.	Hair Color	Eye Color	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female

STATEMENT OF PARENT OR GUARDIAN: It is my desire that an Entertainment Work Permit be issued to the above named child. I will read the rules governing such employment and will cooperate to the best of my ability in safeguarding his or her education, moral and physical interest. I hereby certify, under penalty of perjury, that the foregoing statements are true and correct. By submitting personal information about yourself and your minor child to DLSE in order to obtain an entertainment work permit for your child, you consent to DLSE's use of that personal information for purposes authorized by Labor Code § 1308.5 and 1308.10, which provide for the issuance of such permits. Note that DLSE's use of such personal information includes the disclosure of information about you and your minor child to third parties who want to verify a work permit.

Name of Parent or Guardian (print or type) _____ Signature _____ Daytime Phone Number _____

SCHOOL RECORD
Circle whether "SATISFACTORY" or "UNSATISFACTORY" for each

Attendance	Academics (Grades)	Health - Please indicate if the minor requires medical approval to obtain a permit
SATISFACTORY / UNSATISFACTORY	SATISFACTORY / UNSATISFACTORY	SATISFACTORY / NEEDS MEDICAL APPROVAL

CERTIFY THAT THE ABOVE-NAMED MINOR:

Meets the school district's requirements with respect to age, school record, attendance and health.
 Does not meet the district's requirements and permit should not be issued.

Authorized School Official, Signature and Title _____ Date _____

School Address _____ School Phone Number _____

[School Seal, Stamp, Address Stamp or Signed Letterhead] REQUIRED

HEALTH RECORD
Complete this Section if instructed to do so or if infant is under One Month of Age

Name of Doctor	Address	Phone Number
----------------	---------	--------------

I certify that I am a licensed physician and surgeon who is Board Certified in pediatrics, and have carefully examined _____

In my opinion, (please circle) he / she is / is not physically fit to be employed in the production of motion pictures and television. If less than one month, infant is / is not at least 15 days old. was / was not carried to full term, and is / is not physically able to perform.

Signature _____ M.D. Date _____

Remarks _____

PLEASE USE DOCTOR'S OFFICE STAMP ON APPLICATION TO ENSURE AUTHENTICITY.

Entertainment Work Permits

- ▶ Individual permits issued for 6 months.
- ▶ Authorized school official must complete the “School Record” portion, sign name and print title, and affix seal or stamp.
 - ▶ Authorized school officials include principal, vice principal, dean, counselor or the minor’s teacher.
- ▶ Minors schooled in a setting other than a public school classroom must obtain the verification from either the local school district or the county office of education where the minor lives.
- ▶ When school is not in session, minors may submit most recent report card.

Entertainment Work Permits cont'd

- ▶ The law limits the number of excused absences for a child holding an entertainment work permit to five absences per school year.
 - ▶ Each absence may consist of up to five days.
 - ▶ Students must be instructed during the absence by a certified Studio Teacher.
 - ▶ All work, grades and credit that the student completes with the Studio Teacher must be accepted by the school district or superintendent.
- ▶ Minors may not work during regular school hours, except during permitted absences.
- ▶ For more information, see EC 48225.5 and LC section 1308.

Standard Work Permits

STATE OF CALIFORNIA DEPARTMENT OF EDUCATION
**STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR WORK PERMIT-
 CERTIFICATE OF AGE**
 CDEB1-1 (Rev. 9/5/09)

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 (First and Last) _____ Home Phone _____
 Birth Date _____ Social Security Number _____ Grade _____ Age _____
 Home Address _____ City _____ Zip Code _____

School Information

School Name _____ School Phone _____
 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 (Print First and Last) _____ Employer's Signature _____ Date _____

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 (Print First and Last) _____ Parent or Legal Guardian's Signature _____ Date _____

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 (Evidence Type) _____
 Verifying Authority's Name and Title (Print) _____
 Verifying Authority's Signature _____

Check Permit Type:
 Full-time
 Workability
 Restricted
 General
 Work Experience Education, Vocational Education, or Personal Attendant

General Requirements

- ▶ Must attend school full-time, unless a high school graduate;
 - ▶ 16 and 17 year olds may attend part-time continuation classes, at least four hours per week, if regularly employed.
- ▶ Permits are always required, even when school is not in session;
- ▶ No law **requires** schools to issue permits for the maximum hours allowed nor for every occupation available to the minor;
- ▶ Permits may be denied or canceled at any time by school officials;
- ▶ Permits issued during the school year expire five days after the opening of the next school year;

General Requirements, cont'd

- ▶ Minors must be at least 12 years of age, however few occupations will be available to them;
- ▶ Apprentices must be at least 16 years of age;
- ▶ Parents who employ their children must still obtain a Permit to Employ and Work (with few exceptions);
- ▶ Minors visiting from another state must still obtain a permit, which may be issued by the local school district in which the minor will reside while visiting;
- ▶ Emancipated minors may apply for a permit without parental consent, but are still required to obtain one.

Exemptions

Permits not required for:

- ▶ High school graduates or minors that have been awarded a certificate of proficiency;
- ▶ Children employed by a parent or guardian in agriculture, horticulture, viticulture or domestic labor on property the parent owns, operates or controls;
- ▶ Minors who are self-employed;
- ▶ Minors irregularly employed in odd jobs in private homes, such as babysitting, lawn care, and leaf raking;
- ▶ Minors at least 14 years of age employed to sell and/or deliver newspapers;
- ▶ Minors of any age participating in horseback riding exhibitions, contests or events (NOT to include rough stock rodeo events).

Special Considerations

- ▶ Date of birth may be verified by using a birth certificate, baptism certificate, or a passport in lieu of school records. When there are no available official documents, an affidavit by the parent or legal guardian may be sufficient (*EC Section 49133*).
- ▶ Private and charter schools may now issue work permits themselves. If the principal of a private school chooses not to issue work permits, permits may be issued to pupils by the local school district (*EC Section 49110.5*).
- ▶ Parents that home school may designate another administrator to issue work permits. The administrator must self-certify a working knowledge of child labor laws and all laws pertaining to the issuance of work permits (*EC 49110*).

Violations and How to Report Them

LABOR COMMISSIONER, STATE OF CALIFORNIA
DEPARTMENT OF INDUSTRIAL RELATIONS - DIVISION OF LABOR STANDARDS ENFORCEMENT

Initial Report or Claim

PLEASE PRINT OR TYPE ALL INFORMATION
Refer to the accompanying Guide to assist you in filling out this form.

<small>FOR OFFICE USE ONLY</small>	
Taken by: _____	Case # _____
Description: _____	W.C.F. # _____
BCF Employer: <input type="checkbox"/> YES <input type="checkbox"/> NO	Active: _____

PRELIMINARY QUESTIONS

1. Is your claim about a public works project? [If your answer is "YES," STOP here, DO NOT FILL OUT THIS FORM, and fill out the "PW-1" claim form instead. If your answer is "NO," proceed with this form.]

2. Have you filed a retaliation complaint against your employer with the Labor Commissioner?
 YES on: ____/____/____ NO [If you have been retaliated against, you may file a retaliation complaint by filling out another form, "DLSE FORM 265.1"]

3. Is there a union contract covering your employment?
 YES [If "YES," attach a copy of the Collective Bargaining Agreement.]
 NO

4. Are other employees also filing wage claims against your employer? YES NO I DON'T KNOW

Part 1: LANGUAGE ASSISTANCE & REPRESENTATION

5a. Do you need an interpreter? YES NO

5b. If you checked "YES" to Box 5a, enter the language needed: _____

6a. If you are being assisted with your claim by a lawyer or other advocate, enter your ADVOCATE'S NAME and ORGANIZATION: _____

6b. ADVOCATE'S PHONE: () _____

6c. Your ADVOCATE'S MAILING ADDRESS (Number, Street, Floor, Suite): _____ CITY: _____ STATE: _____ ZIP CODE: _____

Part 2: YOUR INFORMATION

7. Your FIRST NAME: _____ 8. Your LAST NAME: _____ 9. HOME PHONE: () _____ 10. OTHER PHONE: () _____ 11. BIRTH DATE: _____

12. Your MAILING ADDRESS (Street Number, Street Name, Apartment Number): _____ CITY: _____ STATE: _____ ZIP CODE: _____

Part 3: CLAIM FILED AGAINST (EMPLOYER INFORMATION)

13. EMPLOYER / BUSINESS NAME(S): _____ 14. EMPLOYER'S VEHICLE LICENSE PLATE #: _____ 15. EMPLOYER PHONE: () _____

16. ADDRESS of EMPLOYER / BUSINESS (Street Number, Street Name, Floor, Suite): _____ CITY: _____ STATE: _____ ZIP CODE: _____

17. ADDRESS where you worked, if different from Box 16 (Number, Street, Floor, Suite): _____ CITY: _____ STATE: _____ ZIP CODE: _____

18. NAME of PERSON IN CHARGE (First Name, Last Name): _____ 19. JOB TITLE / POSITION of PERSON IN CHARGE: _____

20. TYPE OF BUSINESS: _____ 21. TYPE OF WORK PERFORMED: _____ 22. TOTAL NUMBER OF EMPLOYEES: _____ 23. EMPLOYER STILL IN BUSINESS? YES NO DON'T KNOW

24. Check which box describes your employer, if you know. CORPORATION INDIVIDUAL PARTNERSHIP LLC LLP

DLSE FORM 1 (WAGE ALLOCATION) REV. 2012 Page 1 of 8

Common Labor Law Violations

as they relate to minors

- ▶ Nonpayment of weekly overtime;
- ▶ Paying subminimum wages when not permitted;
- ▶ Employing minors without work permits;
- ▶ Requiring minors to work over the daily maximum work hours;
- ▶ Requiring minors to work outside the hours allowed on school and non-school days.

Department of Industrial Relations

The screenshot shows the homepage of the State of California Department of Industrial Relations. The header includes the CA.GOV logo, the text "State of California Department of Industrial Relations", and a search bar. A navigation menu lists: Home, Labor Law, Cal/OSHA - Safety & Health, Workers' Comp, Self Insurance, Apprenticeship, Director's Office, and Boards. The main content area features a "Labor Enforcement Task Force" banner with two photos of workers. Below this is a horizontal menu with categories: Public Works, Workers' Comp Reform, Fighting the Underground Economy, Restroom Safety, and Paid Sick Leave. The "Workers" section lists links such as "File a claim for unpaid wages" (highlighted with a red box), "Report unsafe work conditions", "Request benefits for a work injury", "Work permits", "Apply to be an apprentice", "Information for young workers", and "Information for women in the workforce". The "Employers" section lists links like "Keep your workplace safe", "Workers' compensation requirements", "Help for small businesses", "Workplace postings", "Licensing, registrations, certifications & permits", "Public Works", and "Set up an apprenticeship program". On the right side, there are several quick links: "Workers' Comp Reform", "Prevent Heat Illness", "Public Works", "Divisions, Boards and Commissions at DIR", "Career Opportunities", "Public Safety", "Get DIR email updates", "Industrial Relations Databases", "Acceso al idioma", "Title 8 Regulations", and "Private Attorneys General Act". At the bottom right, there are biographies for Governor Edmund G. Brown Jr., Secretary David M. Lanier, and Director of Industrial Relations Christine Baker. The footer includes "What's New" and "en Español" links.

References

www.dir.ca.gov

www.cde.ca.gov/ci/ct/we/wpfaq.asp

<http://leginfo.legislature.ca.gov/faces/codes.xhtml>

www.dol.gov

Q & A

