



# Work Permit Instructions

Pittsburg High School, 925-473-2390

**Student must have been offered a job before filling out the Work Permit form.**

## Requirements to receive and maintain a work permit:

1. Maintain a GPA of 2.0 or higher
2. Maintain good attendance at PHS

## Form Instructions:

**Student:** Complete the "Minor's Information" section on the *Statement of Intent to Employ a Minor and Request for a Work Permit* form.

**Parent/Guardian:** Print name, sign, and date the section entitled "To be filled in and signed by parent or legal guardian".

**Employer:** Complete the "To be filled in and signed by employer" section. Return form to student for submission to school.

## Process Instructions:

1. Return the completed *Statement of Intent to Employ a Minor and Request for a Work Permit* form to the Counseling Secretary in A140. Provide a copy of the Social Security card.
2. Form will be given to the appropriate Counselor to review student's grades and attendance, then, if requirements are met, will approve it and send it back to the Counseling Secretary.
3. The Counseling Secretary will then create the Work Permit.
4. Student must pick up the form in the Counseling Office then take it to their employer.

~Note: Turnaround time for permit approval is 24 to 48 hours. Please do not turn the application in on the same day that it is needed.

## Renewals:

To renew a work permit, fill out the Work Permit Extension form. Pick one up in the Counseling Office, A140.

## New Job:

Student should complete a new work permit form for each new job.

**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**

Pittsburg High School	925-473-2390 x7504	
School Name	School Phone	
1750 Harbor St.	Pittsburg	94565
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
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**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
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**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> )								<b>Check Permit Type:</b> <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															

**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>.

**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**

<b>16 &amp; 17 Year Olds</b>	<b>14 &amp; 15 Year Olds</b>	<b>12 &amp; 13 Year Olds</b>
Must have completed 7 <sup>th</sup> grade to work while school is in session (EC 49112)	Must have completed 7 <sup>th</sup> 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)
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**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)
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**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)
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