

Sequoia Union High School District
Statement of Intent to Employ Minor and Request for Work Permit
THIS IS NOT A WORK PERMIT /PRINT ALL INFORMATION EXCEPT SIGNATURES

For Minor to Complete

New job Permit renewal Student # _____ Counselor: _____

Minor's Name (Print <u>last</u> name <u>first</u>)	Social Security Number	Date of Birth	Age	Grade
Street Address	City	ZIP Code	Home Phone	
School Name	Address	City	ZIP Code	School Phone
"I accept the responsibility of employment <u>and</u> school requirements." (Student signature) _____				Date _____

For Employer to Complete

(Please review rules for employment of minors on reverse.)

Business Name	Street Address	City	ZIP Code
Business Phone	Minor's Work Duties (List 2 – 3)		Hourly Wage

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

Mon. _____ Tue. _____ Wed. _____ Thurs. _____ Fri. _____ Sat. _____ Sun. _____ Weekly = _____

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.

Supervisor's Signature	Supervisor's Name (print or type)	Date
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Employer's e-mail address _____

For Parent to Complete

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, the information herein is correct and true. I request that a work permit be issued.

(Estoy enterado y he dado mi consentimiento para que este/a joven, menor de edad, sea contratado para recibir empleo en el lugar de trabajo que se ha descrito. Por medio de la presente atestiguo que, según mi entender, toda la información aquí contenida es correcta y verdadera. Yo mismo solicito que se otorgue un permiso de trabajo.)

Signature of Parent or Legal Guardian (Firma del Padre o Guardián Legal)	Date (Fecha)
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For School to Complete

Type of permit:	<input type="checkbox"/> Regular	<input type="checkbox"/> Work Experience Education	<input type="checkbox"/> Vacation	<input type="checkbox"/> Exempted	<input type="checkbox"/> Provisional
Evidence of Minor's Age:	<input type="checkbox"/> School Records	<input type="checkbox"/> CA Driver' ID	<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Other: _____	
Qualifying Criteria Reviewed:	<input type="checkbox"/> Attendance	<input type="checkbox"/> Other _____			
Notes:	_____			Signature of Verifying Authority	
	_____			Date	

Hours of Work for SUHSD Students

In order to obtain a work permit, students must maintain satisfactory grades and attendance. Students that fall below the SUHSD standard for 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 **48** 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: Daily maximum **8** hours and weekly maximum **48** hours.

Work must be performed between **5:00 a.m. and 10:00 p.m.** except that work hours may extended to **12:30 a.m.** on nights preceding non-school days. Students in **Work Experience Education** programs may 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 Thursday. Weekly maximum **18** hours. May work **8** hours on Saturday and Sunday.

When school is **not** in session: 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.** June 1 to Labor Day.

12 – 13* May be employed only during school holidays and vacations (usually construed to include weekends). May never be employed on any school day, either before or after school, [EC 49111]. When school is **not** in session: 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.** June 1 to Labor Day.

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 CA 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. Other mining
9. Power-driven metal forming, punching and shearing machines
10. Power-driven meat slicing/processing
11. Power baking machines
12. Power-driven paper products/paper bailing
13. Manufacturing brick, tile products
14. Power saws and shears
15. Wrecking, demolition
16. Roofing
17. Excavation operations

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. Parents may also request that a work permit be revoked.

A day of rest from work is required if the total hours worked per week exceed 30 or if more than 6 hours are worked on any one-day during the week.