

GPA eligible_____

GPA ineligible_____

Date_____

ELK GROVE UNIFIED SCHOOL DISTRICT
WORK PERMIT REQUIREMENTS
PLEASE READ

Students with work permits in the Elk Grove Unified School District are required to maintain appropriate attendance and school performance to retain their work permits.

Students with twelve (12) or more truant periods when they apply, or at the eligibility review at the end of each term will be placed on probation. If, at the end of the probation period (one school term), the truancies have continued, the permit will be revoked and the parent and employer will be notified.

Students must have a **current term minimum GPA of 2.0 with no failing grades (F's)** to obtain and/or keep a work permit. If they do not meet this requirement, the same trial probation period and revocation policy that is used for truancies will apply for GPA.

If the work permit is revoked, students may apply to have their work permit reinstated if attendance and/or academic performance has improved enough to maintain a current term 2.0 GPA with no failing grades (F's).

I have read and understand the above information on the requirements for receiving a work permit.

Student Name_____ ID #_____

Student Signature_____ Date_____

Parent Signature_____ Date_____

STATEMENT OF INTENT TO EMPLOY MINOR AND REQUEST FOR WORK PERMIT

CDE B1-1 (REV. 04-10)

A "Statement of Intent to Employ Minor and Request for Work Permit" form must be completed before a "Permit to Employ and Work" form (CDE B1-4) can be issued to a minor. (California Education Code 49110.1[c])

*(Print Information)***Minor's Information**

Minor's Name <i>(First and Last)</i>		Home Phone	
Birth Date	Social Security Number	Grade	Age
Home Address		City	Zip Code

School Information

Sheldon High School		(916) 681-7500	
School Name		School Phone	
8333 Kingsbridge Drive		Sacramento, California	
School Address		City	95829 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	
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 <i>(Print First and Last)</i>	Employer's Signature	Date
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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 <i>(Print First and Last)</i>	Parent or Legal Guardian's Signature	Date
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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 <i>(Evidence Type)</i>				Check Permit Type:			
Verifying Authority's Name and Title <i>(Print)</i>				1. Full-time	3. Workability	_____	
Verifying Authority's Signature				2. Work Experience	4. Restricted	_____	
				Education, Vocational	5. General	_____	
				Education, or Personal	6. Vacation	_____	
				Attendant			

STATEMENT OF INTENT TO EMPLOY MINOR AND REQUEST FOR WORK PERMIT

CDE B1-1 (REV. 04-10)

General Summary of Minors' Work RegulationsFLSA-Federal Labor Standards Act, CDE-California Department of Education, *EC-California Education Code*, *LC-California Labor Code*

- **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 7 th grade to work while school is in session. (<i>EC 49112</i>)	Must have completed 7 th grade to work while school is in session (<i>EC 49112</i>)	Labor laws generally prohibit non-farm employment of children younger than 14. Special rules apply to agricultural work, domestic work, and the entertainment industry. (<i>LC 1285-1312</i>)

School In Session

4 hours per day on any school day (<i>EC 49112; 49116; LC 1391</i>) 8 hours on any non-school day or on any day preceding a non-school day. (<i>EC 49112; LC 1391</i>) 48 hours per week (<i>LC 1391</i>) WEE students & personal attendants may work more than 4 hours on a school day, but never more than 8. (<i>EC 49116; LC 1391, 1392</i>)	3 hours per school day outside of school hours (<i>EC 49112, 49116; LC 1391</i>) 8 hours on any non-school day No more than 18 hours per week (<i>EC 49116; LC 1391</i>) WEE students may work during school hours & up to 23 hours per week. (<i>EC 49116; LC 1391</i>)	2 hours per school day and a maximum of 4 hours per week. (<i>EC 49112</i>)
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School Not In Session

8 hours per day (<i>LC 1391, 1392</i>) 48 hours per week (<i>LC 1391</i>)	8 hours per day (<i>LC 1391, 1392</i>) 40 hours per week (<i>LC 1391</i>)	8 hours per day (<i>LC 1391, 1392</i>) 40 hours per week (<i>LC 1391</i>)
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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-school day (<i>LC 1391</i>) WEE students, with permission, until 12:30 a.m. on any day (<i>LC 1391.1</i>) 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. (<i>LC 1391</i>)	7 a.m.-7 p.m., except that from June 1 through Labor Day, until 9 p.m. (<i>LC 1391</i>)
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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>.