

LIBERTY HIGH SCHOOL WORK PERMIT INFORMATION

TO COMPLETE THE REQUEST FORM PLEASE DO THE FOLLOWING:

Complete the 3 sections on the:

Statement of Intent to Employ Minor and Request for Work Permit

Part 1 - Minors

Part 2 - Employers

Part 3 - Parent or Legal Guardian

The Student then turns the work permit request form into the Career Center. The Career Center Technician verifies school enrollment, checks grades, attendance and request a teacher recommendation; per Liberty Union High School District Administrative regulation 5113.2, before a work permit is issued. The student will then need to pick up the issued permit from the Career Center, sign it and give to the employer. Most work permits are valid through the current school year. Summer work permits are only valid for summer.

Students must have at least a 2.0 GPA on their last grade report.

COMPLETION OF A WORK PERMIT REQUIRES 48 HOURS.

Liberty Union High School District
Administrative Regulation 5113.2 (excerpt)

Administrative Regulation 5113.2 is excerpted below regarding approval / revocation of work permits. The entire regulation is available at the District Office.

1. No work permit shall be issued until the student's parent/guardian, foster parent or residential shelter services provider has filed a written request with the district. (Education Code 49110)
2. To help in determining the extent to which outside employment may be approved, the Superintendent's designee may inspect the student's records for evidence of satisfactory grades and school attendance, and may confer with at least one of the student's teachers to determine whether the student appears to have time, stamina, motivation and maturity to maintain academic process while working.

(cf.5121 - Grades/Evaluation of Student Achievement)

3. After issuing a work permit, the Superintendent or designee shall periodically inspect the student's scholastic and attendance records to ensure maintenance of academic process.
1. Work Permits issued during the school year shall expire 5 days after the opening of the next succeeding school year. (Education code 49118)
2. The Superintendent or designee shall revoke a student's work permit whenever he/she determines that employment is impairing the student's health or education, that any provision or condition of the permit is being violated, or that the student is performing work in violation of Law. (Education Code 49164)

GENERAL SUMMARY OF MINOR'S WORK REGULATIONS

- **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.
- Employers of minors required to attend school must complete a "Statement of Intent to Employ Minor and Request for Work Permit" (B1-1) for the school district of attendance for each such minor.
- Employers must retain a "Permit to Employ and Work" (form B1-4) for each such minor.
- Work Permits (B1-4) must be retained for three years and 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.

Minors under the age of 18 may not work in occupations declared hazardous for young workers as listed below:

- | | | |
|---|--|---------------------------------------|
| 1. Coal mining | 7. Other mining | 13. Power-driven woodworking machines |
| 2. Excavation operation | 8. Power-baking machines | 14. Power saws and shears |
| 3. Explosives | 9. Power-driven forklifts | 15. Radiation exposures |
| 4. Logging and sawmilling | 10. Power-driven meat slicing | 16. Roofing |
| 5. Manufacturing brick, tile products | 11. Power-driven metal forming, punching | 17. Wrecking, demolition |
| 6. Motor vehicle driving/outside helper | 12. Power-driven paper products/bailing | |

For more information about hazardous occupations, contact the U.S. Department of Labor (Child Labor 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.

- Minors younger than 16 years are allowed to work only in limited, specified occupations which exclude baking, manufacturing, processing, construction, warehouse, and transportation occupations.
- In addition to safety regulations, 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
- A day of rest from work is required if the total hours worked per week exceeds 30 or if more than 6 hours are worked on any one day during the week.

Hours of Work

16 – 17 When school is in session: Daily maximum 4 hours, Monday through Thursday. May work up to 8 hours on any nonschool day or on any day that preceded a nonschool day. May be permitted to work up to 48 hours per week.

Students in Work Experience Education programs may be permitted to work a maximum of 8 hours on a school day.

When school is in session: May work up to 48 hours per week but no more than 8 hours in any one day.

Work must be performed no earlier than 5:00 a.m. or later than 10:00 p.m. except that work may extend to 12:30 a.m. on nights preceding nonschool days. **Work Experience Education** and career exploration programs may be authorized to work until 12:30 a.m. on nights proceeding school days with specified written permission.

14 – 15 When school is in session: On schooldays, daily maximum 3 hours. On non-school days may work 8 hours. Weekly maximum 18 hours. Students in **Work Experience Education** and career exploration programs may work up to 23 hours per week. When school is not in session: Daily maximum 8 hours and weekly maximum 40 hours.

May not work during public school hours except students in **Work Experience Education** or career exploration programs. Work must be performed no earlier than 7:00 a.m. or later than 7:00 p.m. any day of the week. From June 1 to Labor Day work hours may be extended to 9:00 p.m.

Younger than 14: Labor laws generally prohibit nonfarm employment of children younger than 14. Special rules apply to agricultural work, domestic work and the entertainment industry.

Statement of Intent to Employ Minor and Request for Work Permit
NOT A WORK PERMIT- PRINT ALL INFORMATION EXCEPT SIGNATURES

Part 1 -For Minors to Complete:

Minor's Last Name *First Name* *Student ID #* *Social Security Number*

Street Address *City* *Zip Code*

Home Phone *Age* *Date of Birth* *Grade* *Counselor's Name*

Liberty High School, 850 Second Street, Brentwood, CA 94513 (925) 634-3521

For School to Complete:

Type: Regular _____ Vacation _____ Work Experience Education _____ Year Round _____

Other (Specify) _____

Signature of Verifying Authority

School Records & SASI – Evidence of Minors Age

Part 2 -For Employer to Complete: (Please review rules for employment of minors)

Business Name *Street Address*

City *Zip* *Business Phone #*

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

Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ Sat _____ Sun _____ Weekly _____

Workers' Compensation Carrier *Minor's Work Duties* *Hourly Wage*

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, 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 typed)*

Part 3 - For Parent or Legal Guardian 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 a work permit be issue.

In Addition to this employer, my child is working for: _____
Name of Business

Signature of Parent or Legal Guardian

Date

Office Use Only:

Permit issued on: _____ By: _____
Date *Signature*