

## **2008-2009 WORK PERMIT PROCEDURES**

**GUHSD STUDENTS:** Students who attend a high school that is part of Grossmont Union High School District shall return Request for Work Permit Application (B1-1) to their school of attendance. Work Permit Clerk/Coordinator will verify school enrollment, proof of age, and social security number. Upon verification a Work Permit for the school year 2008-2009 may be issued. Please be aware that there will be a 48-hour turn-around period for issuing new Work Permits, not on a demand basis as in previous years.

**NON- DISTRICT STUDENTS:** Students 14-17 years of age who live within the District but **does not** attend one of the Grossmont Union High School District schools must:

- ◆ Obtain and return the completed work permit application to the GUHSD Home Choice Office at 301 N. Mollison Ave. El Cajon CA 92021 619) 593-2760 during the hours of 9:00am and 3:00pm
- ◆ **Attached** to the application must be a photocopy of; **1)** proof of age. This can be either a birth certificate, driver's license, state ID, or military ID, **2)** proof of current school enrollment. This should be a letter verifying enrollment and school of attendance, on school letterhead, signed and dated by school administrator/official

**Please be aware that there will be a  
48-hour turn-around period for issuing Work Permits.**

For all work permit information call:

Joe Acosta at Monte Vista High School 619) 660-3154 or e-mail: [jacosta@guhsd.net](mailto:jacosta@guhsd.net) or  
Patti Gordinier at Granite Hills High School 619) 593-5531 or e-mail: [pgordini@guhsd.net](mailto:pgordini@guhsd.net)

# Grossmont Union High School District

## Statement of Intent to Employ Minor and Request for Work Permit

(A Work Permit [B1-4] will only be issued after this form is entirely completed, signed by employer and parent, **delivered in person** at the local school and processed by appropriate school site official.)

**NOT A WORK PERMIT – PRINT ALL INFORMATION EXCEPT SIGNATURES**

**School Name &**

**Student ID #:** \_\_\_\_\_

### 1) For Minor to Complete

Minor's Name (Print last name first)		Home Address	City	Zip Code	
Home Phone	Social Security Number	Date of Birth	Age	Sex	Grade

### 2) For Employer to Complete

(Please review rules for employment of minors on reverse)

Business Name	Business Address	City	Zip Code
Business Phone	Type of Business/Minor's Work Duties	Date Hired	Hourly Wage

Enter **maximum** number of hours and days that you **may** be employing this student. All spaces **must** be filled in: **do not** use the word "varies." (Maximum hours student can work by age listed on reverse.)

Mon. \_\_\_\_ Tue. \_\_\_\_ Wed. \_\_\_\_ Thurs. \_\_\_\_ Fri. \_\_\_\_ Sat. \_\_\_\_ Sun. \_\_\_\_ Total 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, 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

\_\_\_\_\_  
**PRINTED NAME** of Supervisor's Name

\_\_\_\_\_  
Date

### 3) 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.*

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
**PRINTED NAME** of Parent/Guardian

\_\_\_\_\_  
Date

### 4) For School to Complete

Evidence of Minor's Age: School records \_\_\_\_\_ Other \_\_\_\_\_  
Signature of Verifying Authority \_\_\_\_\_

**TYPE:** Regular (1) \_\_\_\_\_ Work Exp. Ed./C.V.E.(2) \_\_\_\_\_ Vacation (3) \_\_\_\_\_

Exempted (4) \_\_\_\_\_ Graduate/Prof. Exam (5) \_\_\_\_\_ Continuing Ed. (6) \_\_\_\_\_

Employer Number \_\_\_\_\_ Career Cluster \_\_\_\_\_ Received \_\_\_\_\_

**PLEASE NOTE: THERE IS A 48-HOUR PROCESSING TIME FOR ALL WORK PERMIT REQUESTS.**

## General Summary of Minors' 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" (form 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. Explosives
2. Motor vehicle driving/outside helper
3. Coal mining
4. Logging and saw milling
5. Power-driven woodworking machines
6. Radiation exposure
7. Power-driven hoists/forklifts
8. Power-driven metal forming, punching, and shearing machines
9. Other mining
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 operation.

For more complete 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.

- 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 exceed 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 non-school day or on any day that precedes a non-school day. May be permitted to work up to 48 hours per week.

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

When school not 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. nor later than 10:00 p.m. except that work may extend to 12:30 a.m. on nights preceding non-school days. Students in Work Experience Education or cooperative vocational education programs may be authorized to work until 12:30 a.m. on nights preceding school days with specified written permission.

**14 – 15** When school is in session: Daily maximum 3 hours, Monday through Friday. 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 not in session: May work up to 40 hours per week but not more than 8 hours in any one day.

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. nor 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 non-farm employment of children younger than 14. Special rules apply to agricultural work, domestic work and the entertainment industry.