

Work Permit Application Packet Instructions

*Only students who have secured employment should fill out and submit a Work Permit Application Packet. This packet should be **COMPLETELY** filled out before being submitted to Ms. Zanze via email. If you are emailing a scanned copy of your packet or pictures of it, make sure the writing is legible and visible or it will be returned. Avoid sharing Google document links with Ms. Zanze as students usually don't share these correctly and it delays the process. Send PDF or JPEG attachments.

Parts of the Packet - Only pages 1,3,4,5 need to be turned in.

- 1) Statement of Intent to Employ a Minor. This form must be filled out by the student, parent, and employer completely. Yes, the social security number must be included. Signatures are also required.
- 2) Hours Summary Chart to be reviewed by student, parent, employer and minor.
- 3) Work Permit Agreement (Student) to be read, initialed, and signed by student.
- 4) Work Permit Agreement (Parent) to be read, initialed, and signed by parent.
- 5) Work Permit Agreement (Employer) to be read, initialed, and signed by employer.

Once all this is turned in, Ms. Zanze will email the student their completed permit. Permits are processed in the order they are received and only on business days and during business hours.

If you have any questions that cannot be answered by the FAQ page (see QR code below), contact Ms. Zanze via email at savannah-zanze@scusd.edu.



or visit <https://tinyurl.com/m5xdvyp4>

IMPORTANT!!! READ BELOW BEFORE SUBMITTING APPLICATION

- Make sure the Work Permit Agreements (pages 3, 4, and 5) are filled out correctly. This means all the statements are initialed and **not** marked with Xs or check marks. Incorrectly filled out forms will be returned and the permit process will be delayed.
- Applications missing signatures, initials, or Social Security numbers will be returned.
- Forged applications will be returned to be signed by the respective parties thus delaying the process. Save time and get the application filled out by the right people the first time.

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 (First and Last)	Home Phone	Grade
Home Address	City	Zip Code
Birth Date	Social Security Number	Age
		Student's Signature

School Information

C.K. McClatchy High School	916-395-5050	
School Name	School Phone	
3066 Freeport Blvd	Sacramento	95818
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 (Print First and Last)	Parent's Signature	Date
--------------------------------------	--------------------	------

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 (Print First and Last)	Employer's Signature	Date
--	----------------------	------

For authorized work permit issuer use ONLY

<p>Maximum number of work hours when school is in session:</p> <table border="0" style="width:100%"> <tr> <td style="text-align:center">4</td> <td style="text-align:center">4</td> <td style="text-align:center">4</td> <td style="text-align:center">4</td> <td style="text-align:center">8</td> <td style="text-align:center">8</td> <td style="text-align:center">8</td> <td style="text-align:center">48</td> </tr> <tr> <td>Mon</td> <td>Tues</td> <td>Wed</td> <td>Thur</td> <td>Fri</td> <td>Sat</td> <td>Sun</td> <td>Total</td> </tr> </table> <p>Proof of Minor's Age (Evidence Type) _____</p> <p>Verifying Authority's Name and Title (Print) _____</p> <p>Verifying Authority's Signature _____</p>	4	4	4	4	8	8	8	48	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total	<p>Maximum number of work hours when school is not in session:</p> <table border="0" style="width:100%"> <tr> <td style="text-align:center">8</td> <td style="text-align:center">8</td> <td style="text-align:center">8</td> <td style="text-align:center">8</td> <td style="text-align:center">8</td> <td style="text-align:center">8</td> <td style="text-align:center">8</td> <td style="text-align:center">48</td> </tr> <tr> <td>Mon</td> <td>Tues</td> <td>Wed</td> <td>Thur</td> <td>Fri</td> <td>Sat</td> <td>Sun</td> <td>Total</td> </tr> </table> <p>Check Permit Type:</p> <table border="0" style="width:100%"> <tr> <td><input type="checkbox"/> Full-time</td> <td><input type="checkbox"/> Work Experience Education, Vocational Education, or Personal Attendant</td> </tr> <tr> <td><input type="checkbox"/> Restricted</td> <td><input type="checkbox"/> Workability</td> </tr> <tr> <td><input checked="" type="checkbox"/> General</td> <td></td> </tr> </table>	8	8	8	8	8	8	8	48	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total	<input type="checkbox"/> Full-time	<input type="checkbox"/> Work Experience Education, Vocational Education, or Personal Attendant	<input type="checkbox"/> Restricted	<input type="checkbox"/> Workability	<input checked="" type="checkbox"/> General	
4	4	4	4	8	8	8	48																																
Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total																																
8	8	8	8	8	8	8	48																																
Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total																																
<input type="checkbox"/> Full-time	<input type="checkbox"/> Work Experience Education, Vocational Education, or Personal Attendant																																						
<input type="checkbox"/> Restricted	<input type="checkbox"/> Workability																																						
<input checked="" type="checkbox"/> General																																							

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>.

Special rules or provisions, which may be important to you, may not be included in these summaries. Where doubt remains, you should consult the Division of Labor Standards Enforcement for details on California laws or the Wage and Hour Division of the U.S. Department of Labor for details on federal laws

SUMMARY CHART

	Ages 16 and 17 Must have completed 7 th grade to work while school in session. (EC 49112)	Ages 14 and 15 Must have completed 7 th grade to work while school in session (EC49112)	Ages 12 and 13
SCHOOL IN SESSION*	4 hours per day on any schoolday** [EC 49112, 49116, LC 1391(a)(4)] 8 hours on any non-schoolday or on any day preceding a non-schoolday. [EC 49112, LC 1391(a)(3)] 48 hours per week [LC 1391(a)(3)] WEE students and personal attendants*** may work more than 4 hours on a schoolday, but never more than 8. [EC 49116, LC 1391(a)(4)(A)]	3 hours per schoolday outside of school hours [EC 49112, 49116; LC 1391(a)(2)] 8 hours on any non-schoolday [LC 1391(a)(1)] 18 hours per week [EC 49116, LC 1391(a)(2)] WEE students may work during school hours and up to 23 hours per week. [EC 49116, LC 1391(a)(2)]	May be employed only during school holidays and vacations (usually construed to include weekends). May never be employed on any schoolday, either before, during, or after school. [EC 49111] Daily and weekly work hour maximums while school is in session are not specified in statute, but may not exceed the maximum allowed when school is not in session or the maximum stated on permit. [LC 1391] Not eligible for WEE programs. [EC 49113]
SCHOOL NOT IN SESSION	8 hours per day [LC 1391(a)(3)] 48 hours per week [LC 1391(a)(3)]	8 hours per day [LC 1391(a)(1)] 40 hours per week [LC 1391(a)(1)]	8 hours per day [LC 1391(a)(1)] 40 hours per week [LC 1391(a)(1)]
SPREAD OF HOURS	5 a.m. – 10 p.m. However, until 12:30 a.m. on any evening preceding a nonschoolday [LC 1391(a)(3)] WEE students, with permission, until 12:30 a.m. on any day [LC 1391.1] Messengers: 6 a.m. – 9 p.m. [LC 1297]	7 a.m. – 7 p.m., except that from June 1 through Labor Day, until 9 p.m. [LC 1391(a)(1)]	7 a.m. – 7 p.m., except that from June 1 through Labor Day, until 9 p.m. [LC 1391(a)(1)]

STATUTE

EC 49111, 49112, 49116
LC 1297
LC 1391

PENALTY

Misdemeanor. Fine, imprisonment, or both. EC 49182]
Misdemeanor. Fine, imprisonment, or both [LC 1303]
Fine, imprisonment, or both. [LC 1391(c)]
Third and subsequent violations, Class A, violation, fine \$5,000 - \$10,000 [LC 1288] Misdemeanor [LC1303]
\$5,000 - \$10,000. [LC 1288] Misdemeanor.[1303]
Class A violation \$5,000 - \$10,000. [LC1288] (Minor must be a ward or apprentice.) Misdemeanor [LC 1392]

LC 1392
Permits shall be subject to cancellation by school officials or the Labor Commissioner if the conditions for the legal issuance of the permit or certificate of age do not exist or did not exist at the time the permit or certificate was issued. A permit to work shall be revoked by the issuing authority when he is satisfied that the employment of the minor is impairing the health or education of the minor, or that any provision or condition of the permit is being violated, or that the minor is performing work in violation of any provision of law. [LC 1300; EC 49164]

With few exceptions, all employees are entitled to one day's rest in seven. [LC 551, 552] Days of rest may be accumulated, provided, that in each calendar month the employee receives the equivalent of one day's rest in seven. [LC 554] A violation of Sections 551, 55 and/or 554 is a misdemeanor. [LC 553] School attendance is not considered work time.

*Statutes governing work hours for 14- and 15-year-olds use the phrase, "while school is in session", for the three-hour day, 18-hour week. California provides no precise definition of this phrase. However, the phrase is also used in federal regulations from which California's standard is derived. [29 CFR 570.35(a)] The U.S. Department of Labor considers the phrase "when school is in session" to mean the scheduled schooldays of the public school system in the county where the minor resides. A school week under federal standards is any week during which school is in session for at least one day. Thus, school is considered in session during any week that has at least one scheduled schoolday. Since the school session is derived from the schedule for the county's public schools, school may be considered in session for a minor who attends a private school that is closed during the summer if the public schools are in session at that same time.

**A "schoolday" is any day that the minor is required to attend school for 240 minutes or more. [LC 1391(b)]

***"Personal attendant" is defined in IWC Order 15-2001, Section 2(J). Also see "Household Occupations" in Chapter 7 of this booklet.

Student Must Read, **Initial** Each Statement, and Sign.

Issue Date	Expiration Date	Semester

**C.K. McClatchy High School
Work Permit Agreement (Student)**

Work Permit for: _____
 Establishment Name: _____
 Student ID: _____

READ EACH STATEMENT AND **INITIAL** IF YOU UNDERSTAND THE WORK PERMIT REQUIREMENTS AND CONSEQUENCES OF VIOLATING ANY TERMS.

_____ I understand that although a Work Permit (1st Permit) will not be denied to me upon my initial request, a Work Permit is a privilege, not a right and that if I fail to maintain the criteria needed to hold a valid Work Permit, my permit will be revoked or not renewed when it expires, and my employment will be immediately terminated.

_____ I understand the Work Permit maintenance criteria of: no more than 18 unexcused period absences and no Fs from the time the permit is issued.

_____ If I fail to uphold the Work Permit maintenance criteria and my permit is revoked, no additional work permits will be issued until my grades (no Fs) and attendance (no unexcused absences) have shown improvement over a period of 30 days.

_____ I understand that under no circumstances should I be scheduled to work during school hours and will communicate this with my employer. (Minors cannot legally be forced to work during school. If an employer threatens or intimidates a minor to work during school, immediately contact Ms. Martinez).

_____ I understand that if it is discovered that I am missing class because of work, my work permit will be revoked or not renewed and my employer will be reported to the Department of Labor for violating child labor laws.

"The violation of Labor Code Section 1391 (work hours) is a \$500 Class B violation upon the first violation and a \$1,000 Class B violation on the second violation". [LC 1288] - California Child Labor Law

_____ I understand my school schedule and that all my classes including 0 period, 7th period, Peer Tutoring, College Classes, synchronous and asynchronous time are all mandatory and require my attendance and full participation if I am enrolled in them. I also understand that my work hours CANNOT be during those times or make me late for class. If I "drop a class" my employer must obtain confirmation from my school by calling 916-395-5050 x 503036 prior to making adjustments to my work schedule.

_____ I understand that I cannot legally perform duties that present the substantial probability of death or serious physical harm to me even if I volunteer. Also, that if my employer pressures or attempts to pressure me into doing such tasks, it is a violation of child labor law.

Student's Full Name: _____

Date: _____

Student's Signature: _____

Email Address: _____

INITIAL each statement. Checkmarks and Xs will result in your application being returned until it is filled out correctly.

Issue Date	Expiration Date	Semester

Parent Must Read, **Initial** Each Statement, and Sign.

**C.K. McClatchy High School
Work Permit Agreement (Parent)**

Work Permit for: _____
Establishment Name: _____

READ EACH STATEMENT AND **INITIAL** IF YOU UNDERSTAND THE WORK PERMIT REQUIREMENTS AND CONSEQUENCES OF VIOLATING ANY TERMS.

_____ I understand that although a Work Permit (1st Permit) will not be denied to my child upon their initial request, a Work Permit is a privilege, not a right and that if they fail to maintain the criteria needed to hold a valid Work Permit, their permit will be revoked or not renewed when it expires, and their employment will be immediately terminated.

_____ I understand the Work Permit maintenance criteria of: no more than 18 unexcused period absences and no Fs from the time the permit is issued.

_____ If my child fails to uphold the Work Permit maintenance criteria and their permit is revoked, no additional work permits will be issued until their grades (no Fs) and attendance (no unexcused absences) have shown improvement over a period of 30 days.

_____ I understand that under no circumstances should my child be scheduled to work during school hours and will make sure that their supervisor is aware and will monitor that they adhere to this agreement. (Minors cannot legally be forced to work during school. If an employer threatens or intimidates a minor to work during school, immediately contact Ms. Martinez).

_____ I understand that if it is discovered that my child is missing class because of work, their work permit will be revoked or not renewed and their employer will be reported to the Department of Labor for violating child labor laws.

“The violation of Labor Code Section 1391 (work hours) is a \$500 Class B violation upon the first violation and a \$1,000 Class B violation on the second violation”. [LC 1288] - California Child Labor Law

_____ I understand my child’s school schedule and that all their classes including 0 period, 7th period, Peer Tutoring, College Classes, synchronous and asynchronous time are all mandatory and require their attendance and full participation if they are enrolled in them. I also understand that their work hours CANNOT be during those times or make them late for class. If they “drop a class” their employer must obtain confirmation from the school by calling 916-395-5050 x 503036 prior to making adjustments to their work schedule.

_____ I understand that my child cannot legally perform duties that present the substantial probability of death or serious physical harm. Also, that if their employer pressures or attempts to pressure them into doing such tasks, it is a violation of child labor law.

Parent’s Full Name: _____

Parent’s Signature: _____

Date: _____

Email Address: _____

INITIAL each statement. Checkmarks and Xs will result in your application being returned until it is filled out correctly.

Employer Must Read, **Initial** Each Statement, and Sign.

Issue Date	Expiration Date	Semester

**C.K. McClatchy High School
Work Permit Agreement (Employer)**

Work Permit for: _____
Establishment Name: _____

READ EACH STATEMENT AND **INITIAL** IF YOU UNDERSTAND THE WORK PERMIT REQUIREMENTS AND CONSEQUENCES OF VIOLATING ANY TERMS.

_____ I understand that although a Work Permit (1st Permit) will not be denied to my employee upon their initial request, a Work Permit is a privilege, not a right and that if they fail to maintain the criteria needed to hold a valid Work Permit, their permit will be revoked or not renewed when it expires, and their employment will be immediately terminated.

_____ I understand the Work Permit maintenance criteria of: no more than 18 unexcused period absences and no Fs from the time the permit is issued.

_____ If my employee fails to uphold the Work Permit maintenance criteria and their permit is revoked, no additional work permits will be issued until their grades (no Fs) and attendance (no unexcused absences) have shown improvement over a period of 30 days.

_____ I understand that under no circumstances am I allowed to schedule my employee to work during school hours and will make sure to adhere to this agreement.

_____ I understand that if it is discovered that my employee is missing class because I am scheduling them to work during school hours, their work permit will be revoked or not renewed and I will be reported to the Department of Labor for violating child labor laws and be subject to penalties.

“The violation of Labor Code Section 1391 (work hours) is a \$500 Class B violation upon the first violation and a \$1,000 Class B violation on the second violation”. [LC 1288] - California Child Labor Law

_____ I understand that all classes my employee is enrolled in including: 0 period, 7th period, Peer Tutoring, College Classes, synchronous and asynchronous time are all mandatory and require their attendance and full participation. I also understand that they CANNOT be scheduled to work during those times or made late for class. If they “drop a class” I must obtain confirmation from the school by calling 916-395-5050 x 503020 prior to making adjustments to their work schedule.

_____ I understand that my employee cannot perform duties that present the probability of death or serious physical harm (even if they volunteer or agree) and I will not pressure or require them to participate in any such tasks.

Employer’s Full Name: _____

Name of Business: _____

Employer’s Signature: _____

Address of Business: _____

Date: _____

Phone Number: _____

Email Address: _____

INITIAL each statement. Checkmarks and Xs will result in your application being returned until it is filled out correctly.