



John Burroughs High School  
College and Career Center  
1920 Clark Avenue  
Burbank, CA 91506  
(818) 729-6900 Ext. 64901

### WORK PERMIT POLICY/PROCEDURE

All minors under the age of 18 (including minors employed by parents) must have a work permit. Work permits ***must be renewed*** at the start of each school year or at the time a student obtains a new job. In order to obtain a work permit and keep it valid, a JBHS student must **have a 2.0 GPA or higher and have acceptable attendance.**

Records will be reviewed regularly and ***work permits will be revoked for students who do not meet the 2.0 GPA and acceptable attendance requirement.***

If you do not have a 2.0 GPA or acceptable attendance your request will be submitted to the Assistant Principal of Guidance who will determine if working is appropriate for the student. If the AP of Guidance decides that the student should be given an opportunity to work, a permit shall be granted. **The student's grades will be tracked at the end of each grading period and the permit withdrawn if the student's academic performance does not improve.**

### HOW TO COMPLETE THE WORK PERMIT REQUEST FORM

1. Neatly print your name, address, telephone number, social security number and month, day, and year of your birth.
2. Have your parent sign and date the bottom portion of the permit application.
3. Have your employer complete the required portion on the Work Permit Application. ***Work Permits are not issued until the student is employed.***
4. Please make sure that all required information (this includes your social security number) is completed on your application before you turn it in to the College/Career Center. If the application is dropped off in the morning by the student, most permits can be completed by the end of that day.

**STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR WORK PERMIT–  
CERTIFICATE OF AGE**

CDE B1-1 (Rev. 07-10)

A "STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR WORK PERMIT–CERTIFICATE OF AGE" form (CDE 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 ( <i>First and Last</i> )		Home Phone	
Birth Date	Social Security Number	Grade	Age
Home Address	City	Zip Code	

**School Information**

School Name	School Phone		
School Address	City	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	Supervisor's Name
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> )				<b>Check Permit Type:</b> <input type="checkbox"/> *Full-time <input type="checkbox"/> **Workability <input type="checkbox"/> Restricted <input type="checkbox"/> General <input type="checkbox"/> ***Work Experience Education, Vocational Education, or Personal Attendant			
Verifying Authority's Name and Title ( <i>Print</i> )							
Verifying Authority's Signature							

\*EC 49130 | \*\*Permit Type defined by local school | \*\*\*Special Education Grant

Copy–District or County Superintendent; Employer; Parent or Legal Guardian

**(Over)**

**STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR WORK PERMIT—****CERTIFICATE OF AGE**

CDE B1-1 (Rev. 07-10)

**General Summary of Minors' Work Regulations**

FLSA-Federal Labor Standards Act, CDE-California Department of Education, *EC-California Education Code*, *LC-California Labor Code*, *CFR-California Federal Regulations*

- **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 a 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 1294.1 and 1294.5, 29 CFR 570 Subpart E*)
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**

<b>16 &amp; 17 Year Olds</b>	<b>14 &amp; 15 Year Olds</b>	<b>12 &amp; 13 Year Olds</b>
Must have completed 7 <sup>th</sup> grade to work while school is in session. ( <i>EC 49112</i> )	Must have completed 7 <sup>th</sup> 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 schoolday ( <i>EC 49112; 49116; LC 1391</i> ) 8 hours on any non-schoolday or on any day preceding a non-schoolday. ( <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 schoolday, but never more than 8. ( <i>EC 49116; LC 1391, 1392</i> )	3 hours per schoolday outside of school hours ( <i>EC 49112, 49116; LC 1391</i> ) 8 hours on any non-schoolday 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 schoolday 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-schoolday ( <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>.