



## INSTRUCTIONS FOR OBTAINING A WORK PERMIT

Urban is authorized to issue work permits to students who have gained employment. *You do not need to apply for a permit on the SFUSD or California Board of Educations website.* To obtain a work permit:

- Get the *Statement of Intent to Employ Minor and Request for Work Permit* form attached or by asking the Receptionist at the Front Desk for a copy.
- The student fills out Section 1; the employer fills out Section 2; the parent/guardian fills out Section 3.
- Return the form to the Front Desk.
- The Receptionist will make the permit, obtain the necessary signatures, and notify the student when the permit is ready for pick up.
- The student must sign the completed work permit before handing it in to their employer.

Please note: if a student is working for the same employer during the school year **and** during the summer, they must obtain two separate work permits, one for the school year and one for the summer.

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

*Not a work permit* —Print all information except signatures

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## For Minor to Complete



Minor's name (last name first) \_\_\_\_\_ Social security number \_\_\_\_\_ Date of birth \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ ZIP Code \_\_\_\_\_ Home telephone \_\_\_\_\_

School name \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ ZIP Code \_\_\_\_\_ School telephone \_\_\_\_\_

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## For Employer to Complete (Please review rules for employment of minors on reverse.)



Name of business \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ ZIP Code \_\_\_\_\_ Business telephone \_\_\_\_\_

Minor's work duties \_\_\_\_\_ Hourly wage \_\_\_\_\_

Maximum number of hours of employment:

Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_ Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_ Sat. \_\_\_\_\_ Sun. \_\_\_\_\_ Weekly = \_\_\_\_\_

*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.*

Supervisor's signature \_\_\_\_\_

Supervisor's name (print or type) \_\_\_\_\_

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## For Parent or 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 that a work permit be issued.*

*In addition to this employer, my child is working for:* \_\_\_\_\_

Name of business

Signature of parent or legal guardian \_\_\_\_\_

Date \_\_\_\_\_

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## For School to Complete

Evidence of minor's age \_\_\_\_\_

Signature of verifying authority \_\_\_\_\_

Type:

Regular \_\_\_\_\_

Vacation \_\_\_\_\_

Year-Round \_\_\_\_\_

Work Experience Education \_\_\_\_\_

Other (specify) \_\_\_\_\_

## General Summary of Minors' Work Regulations

- **If federal laws, state laws and school district policies conflict, the more restrictive law (the one 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 be available for inspection by sanctioned authorities at all times.
- 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 environments declared hazardous or dangerous for young workers as listed below:**

1. Explosive exposure
2. Motor vehicle driving/outside helper
3. Coal mining
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. Other mining
10. Power-driven meat slicing/processing machines
11. Power-baking machines
12. Power-driven paper products/paper bailing machines
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 that exclude baking, manufacturing, processing, construction, warehouse, and transportation occupations.
- In addition to safety regulations, labor laws applicable to adult employees also generally apply 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.

Ages	Hours of Work
<b>16 – 17</b>	<p><i>When school is in session:</i> Daily maximum of 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.</p> <p><i>When school not in session:</i> May work up to 48 hours per week but no more than 8 hours in any one day.</p> <p>Work must be performed no earlier than 5 a.m. or later than 10 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.</p>
<b>14 – 15</b>	<p><i>When school is in session:</i> On school days daily maximum 3 hours. On non-school days may work 8 hours. Weekly maximum of 18 hours. Students in Work Experience Education and career exploration programs may work up to 23 hours per week.</p> <p><i>When school is not in session:</i> Daily maximum 8 hours and weekly maximum 40 hours.</p> <p><i>May not work during public school hours</i> except students in Work Experience Education or career exploration programs.</p> <p>Work must be performed no earlier than 7 a.m. nor later than 7 p.m. any day of the week. From June 1 to Labor Day work hours may be extended to 9 p.m.</p>
<b>Younger than 14</b>	<p>Labor laws generally prohibit nonfarm employment of children younger than 14. Special rules apply to agricultural work, domestic work and the entertainment industry.</p>