

# REQUEST FOR WORK PERMIT AND STATEMENT OF INTENT TO EMPLOY MINOR (B1-1)

THIS DOCUMENT IS  
NOT A WORK PERMIT

POWAY UNIFIED SCHOOL DISTRICT  
13626 Twin Peaks Road, Poway, California 92064-3034

See Reverse Side for Pertinent  
State and Federal Regulations  
Note: No carbon required.

## 1. STATEMENT OF EMPLOYER – I intend to employ

MINOR'S NAME		HOME ADDRESS	CITY	ZIP CODE	TEL.							
NAME OF BUSINESS		BUSINESS ADDRESS	CITY	ZIP CODE	BUS. TEL.							
TYPE OF BUSINESS	KIND OF WORK MINOR WILL DO			DATE HIRED								
NAME AND TITLE OF SUPERVISOR					Does Student Work After 10 p.m.?  <input type="checkbox"/> Yes <input type="checkbox"/> No							
EMPLOYMENT – SEE REVERSE SIDE RE HOURS		TOTAL HOURS PER WEEK	WAGES PER HOUR									
<table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="border: 1px solid black;">M</td> <td style="border: 1px solid black;">T</td> <td style="border: 1px solid black;">W</td> <td style="border: 1px solid black;">TH</td> <td style="border: 1px solid black;">F</td> <td style="border: 1px solid black;">SAT.</td> <td style="border: 1px solid black;">SUN.</td> </tr> </table>		M	T	W	TH	F	SAT.	SUN.		SEE REVERSE SIDE RE WAGES		
M	T	W	TH	F	SAT.	SUN.						
EMPLOYER'S WORKER'S COMPENSATION CARRIER			SIGNATURE OF EMPLOYER <b>X</b>									

## 2. STATEMENT OF PARENT OR GUARDIAN REGARDING MINOR

NAME OF SCHOOL	SEX	SOCIAL SECURITY NUMBER	GRADE LEVEL	AGE	DATE OF BIRTH	BIRTHPLACE (State)
THIS EMPLOYMENT MEETS MY APPROVAL		SIGNATURE AND RELATIONSHIP (Mother, Father, or Guardian)				DATE
<input type="checkbox"/> YES <input type="checkbox"/> NO		<b>X</b>				

## 3. STATEMENT BY SCHOOL OFFICIAL

TYPE OF STUDENT	PROOF OF AGE	REMARKS
<input type="checkbox"/> Regular <input type="checkbox"/> Work Exp. Ed. (as verified by) _____ <input type="checkbox"/> Vacation Employee <input type="checkbox"/> Other _____	Birth Cert. .... Sch. Record .... Other .....	
This is to certify that the above information agrees with the records of this school.		SIGNATURE OF SCHOOL OFFICIAL <b>X</b>
		DATE

PUSD A-36/5.16 (Rev. 9/01)

Distribution: WHITE – Partners in Education    YELLOW – Employer    PINK – School

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### **Laws and Agencies Controlling Employment of Minors**

Most California employers are governed not only by state child labor laws but by the child labor provisions of the federal Fair Labor Standards Act (FLSA). When federal and state laws both apply, the more restrictive law prevails.

FLSA sets basic minimum ages of 16 for general employment and 18 for occupations declared particularly hazardous for young workers. Persons younger than 16 are allowed to work only in limited, specified occupations which exclude baking, manufacturing, processing, construction, warehouse, and transportation occupations. (See U. S. Department of Labor (DOL) Child Labor Bulletins 101 and 102.)

California law also sets out minimum ages, as summarized below, and restricts or prohibits employment of specified age groups of minors in specified hazardous occupations. (See "California Child Labor Laws 1995-96," a publication of the California Division of Labor Standards Enforcement.)

Information on federal labor laws is available from the DOL's Wage and Hour Division, Employment Standards Administration. Information on state child labor laws is available from the Division of Labor Standards Enforcement. Both the federal and state agencies have offices in several California cities.

#### **Summary of Minors' Work Regulations**

1. Federal and state law generally prohibit nonfarm employment of children younger than 14. Special rules apply to agricultural and domestic work and to the entertainment industry.
2. Children generally must attend school until age 18 unless they are 16 or older and have graduated from high school or received a state Certificate of Proficiency.
3. Employers of minors required to attend school must have a "Statement of Intent to Employ Minor and Request for Work Permit" (Form B I - 1) on file with the school district of attendance for each such minor and must themselves have on file for each minor a "Permit to Employ and Work" (Form B 1-4). Records are to be open at all times for inspection by school authorities and officers of the Division of Labor Standards Enforcement.
4. A work permit must be revoked whenever the issuing authority determines the employment is illegal or is impairing the health or education of the minor.
5. Labor laws applicable to adult employees are also generally applicable to minor employees, including workers' compensation insurance requirements.
6. 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.
7. Hours of work: (When federal and state laws both apply, the more restrictive law prevails.)

<b>Age</b>	<b>Federal Regulations</b>	<b>Age</b>	<b>State Law</b>
12-13	Prohibits the nonfarm employment of minors under the age of 14.	12-13	Cannot work on schooldays. When school is not in session: daily maximum 8 hours, weekly maximum 40 hours.
14-15	When school is in session: daily maximum 3 hours, weekly maximum 18 hours, except 23 hours if student is in Work Experience Education program. (Generally may not work during school hours except in Work Experience Education program.) When school is not in session: daily maximum 8 hours and weekly maximum 40 hours.	14-15	Same as federal regulations.
16-17	Same as for adult—state child labor standard prevails.	16-17	Four (4) hours per day on any schoolday. Eight (8) hours on any nonschoolday or on any day that precedes a non-schoolday. May be permitted to work 48 hours per week. Maximum hours vary per school district policy. Work Experience Education student may be permitted to work a maximum of 8 hours on a schoolday. High school graduates and state Certificate of Proficiency recipients are treated as adults.
<b>8. Spread of hours:</b>			
12-13	(See 1, above)	12-13	Work must be performed between 7 a.m. and 7 p.m. except June 1 through Labor Day when the hour is extended until 9 p.m.
14-15	Work must be performed between 7 a.m. and 7 p.m. except June 1 through Labor Day when the hour is extended until 9 p.m.	14-15	Same as federal regulations.
16-17	Same as for adult—state child labor standard prevails.	16-17	Work must be performed between 5 a.m. and 10 p.m. except that work may extend to one-half hour past midnight on nights preceding non-schooldays. Student in Work Experience Education program may be authorized to work until one-half hour past midnight on nights preceding schooldays.
9. 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.			
10. Prohibited hazardous occupations for minors under 18 by the federal and state law:			

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

\*See U.S. Department of Labor Bulletin 101, "Child Labor Requirements in Nonagricultural Occupations Under the Fair Labor Standards Act," for apprentice and student-learner exemptions.

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