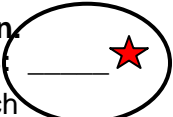


## PONDEROSA HIGH SCHOOL

STUDENT: PLEASE READ THIS BEFORE FILLING OUT YOUR WORK PERMIT REQUEST FORMS

1. It is important that **ALL** blank spaces on the work permit request form be filled to insure prompt processing of your work permit.
2. If this is a second job, and you have another work permit on file for a different job, please indicate by writing "2<sup>nd</sup> Job" in the upper left corner.
3. **Clear ALL FINES listed in the finance office AND in the library before you turn this in. Your fines must be cleared before a work permit is issued. Librarian's initials: \_\_\_\_\_** 
4. Your work permit expires when you leave a job. You must request a new work permit each time you get a job until you are 18.
5. Work permits expire on the fifth day after school starts in August.
6. Your work permit expires when you change schools, even if you do not change jobs. You must request a new work permit from your new school upon registration. If you do not register with another school and are not 18, you are not eligible to work.
7. Please be sure to have your employer and parent sign at the bottom of this page entitled WORK PERMIT REQUIREMENTS. This is to be sure you, your employer, and your parents understand the conditions of the work permit.

### WORK PERMIT REQUIREMENTS

- ❖ The El Dorado Union High School District, and specifically PONDEROSA HIGH SCHOOL administration, believes that students who work part-time while attending high school can enhance their education with meaningful employment during their teenage years. However, as educators, our major responsibility is to provide an academic environment.
- ❖ Students with work permits at PONDEROSA HIGH SCHOOL are required to maintain appropriate attendance and school performance to maintain their work permits.
- ❖ **Students with a GPA below 2.0 will have their work permit revoked. Employers will be notified of the revocation of the work permit.**
- ❖ If the work permit is revoked, students may apply to have their work permit reinstated if attendance and/or academic performance has improved enough to maintain a "C" average for at least one quarter.
- ❖ **ALLOWABLE WORK HOURS AND AGES FOR PONDEROSA STUDENTS PER DAY/WEEK:**

	<b>Non School Days</b>	<b>School Days</b>
14-15	8 per day/40 per week	3 per day/18 per week
16-17	8 per day/48 per week	4 per day/36 per week

A day of rest from work is required if the total hours employed per week exceed 30 hours or if more than 6 hours are worked on any one day during the week (school attendance is not considered employment).

Print Student's Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ISP Teacher Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

## 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	
Ponderosa High School				
School name				
3661 Ponderosa Road	Shingle Springs, CA	95682	530 677-2281	
Street address	City	ZIP Code	School telephone	

## 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 when school is in session:							
Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Weekly =
<i>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.</i>							
Supervisor's signature		Supervisor's name (print or type)					

## 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

## For School to Complete

Evidence of minor's age	<b>Type:</b>	Regular	_____
_____		Vacation	_____
Signature of verifying authority		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>