



# Santa Ana Unified School District

## Work Permit Guidelines

Having a work permit is a privilege. Students requesting a Permit to work must meet Santa Ana District's Policy by completing a "Statement to Employ" application. Work Permits are issued at the high school's Career/Counseling Center. Student is eligible to be issued a work permit based on the following requirements:

- ✓ Student has NO more than three unexcused absences\*
- ✓ Student has NO excessive tardies (3 tardies = 1 absence)
- ✓ No "F" grade for the current year
- ✓ Must have a GPA of 2.0 or higher.

If student meets SAUSD requirements the Work Permit will be **issued within 36 hours**. If the student's GPA is under 2.0 the work permit may be DENIED. Work Permits issued are reviewed at the 6 week grading periods. All parties need to fill out and sign the "Statement of Intent to Employ" application as indicated before it can be submitted.

My parent and I have read and understand the SAUSD guidelines for receiving a work permit.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

For additional information please contact Lorraine Sanchez, SAUSD/CTE Coordinator at (714) 241-6560, [lorraine.sanchez@sausd.us](mailto:lorraine.sanchez@sausd.us) or Valley High School CTE office at (714) 241-6588.

\* Any pupil absent from school without a valid excuse 3 full days in one school year or tardy for more than any 30 minutes three times in one school year.



# Distrito Unificado de Santa Ana

## Normas del Permiso de Trabajo

Tener un permiso de trabajo es un privilegio. Los estudiantes que soliciten un permiso de trabajo deben de cumplir con las normas del Distrito Unificado de Santa Ana completando la “Declaración de Intención para Emplear.” Los permisos de trabajo se otorgan en la oficina de consejería. Los estudiantes son elegibles para obtener un permiso de trabajo basado en los siguientes requisitos:

- ✓ El estudiante no debe tener más de tres ausencias injustificadas\*
- ✓ El estudiante no debe tener más de tres tardanzas (3 tardanzas equivalen a 1 ausencia)
- ✓ No debe tener ninguna calificación “F” durante el año actual
- ✓ Deberá tener un promedio de calificaciones de 2.0 o superior

Si el estudiante cumple con los requisitos del Distrito, el permiso de trabajo se le **entregara en un periodo de 36 horas**. Si el promedio de calificaciones esta debajo de 2.0, el permiso de trabajo puede ser NEGADO. Las calificaciones de permisos de trabajo emitidos son revisadas cada 6 semanas. Las personas indicadas tienen que llenar y firmar la “Declaración de Intención para Emplear” antes de someterla.

**Estudiante...**  
Llena información personal

**Empleado...**  
Debe llenar y firmar

**Padres...**  
Deben firmar

**Consejero...**  
Aprobara el tipo de permiso

Mis padres y yo hemos leído y entendido las normas del Distrito Unificado de Santa Ana para obtener un permiso de trabajo.

\_\_\_\_\_  
Estudiante

\_\_\_\_\_  
Numero de Estudiante

\_\_\_\_\_  
Firma de Padres

\_\_\_\_\_  
Fecha

Para información adicional favor de comunicarse con Lorraine Sanchez, Coordinadora de la Educación de Carreras Técnicas del Distrito de Santa Ana al (714) 241-6560, [lorraine.sanchez@sausd.us](mailto:lorraine.sanchez@sausd.us) o en la oficina de CTE en la secundaria Valley High al (714) 241-6588.

\* Un estudiante que tenga 3 faltas injustificadas por 3 días completas durante el año escolar o tarde por más de 30 minutos durante cualquiera hora del día en el año escolar.

**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)

Student ID # \_\_\_\_\_

**Minor’s Information**

_____	_____	_____
Minor’s Name ( <i>First and Last</i> )	Home Phone	Grade
_____	_____	_____
Home Address	City	Zip Code
_____	_____	_____
Birth Date	Social Security Number	Age
		Student’s Signature

**School Information**

_____	_____
School Name	School Phone
_____	_____
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 ( <i>Print First and Last</i> )	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 ( <i>Print First and Last</i> )	Employer’s Signature	Date

<b>For authorized work permit issuer use ONLY</b>																	
Maximum number of work hours when school is in session: <table border="0" style="width:100%"> <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>	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total	Maximum number of work hours when school is not in session: <table border="0" style="width:100%"> <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>	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total
Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total										
Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total										
Proof of Minor’s Age ( <i>Evidence Type</i> ) <b>School Records</b> _____ - <b>Counselor</b> Verifying Authority’s Name and Title ( <i>Print</i> )	<b>Check Permit Type:</b> <input type="checkbox"/> Full-time <input type="checkbox"/> Restricted <input type="checkbox"/> General <input type="checkbox"/> Work Experience Education, Vocational Education, or Personal Attendant <input type="checkbox"/> Workability <b>GPA:</b> _____																
_____ Verifying Authority’s Signature																	

**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>.

### 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, WEE-Work Experience Education, CVE-Cooperative Vocational Education

- 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 sign a “Statement of Intent to Employ a Minor and Request for a Work Permit – Certificate of Age” (CDE Form B1-1) (EC 49162).
  - Employers must retain a “Permit to Employ and Work” (CDE Form B1-4) for each employed minor (EC 49161).
  - Work permits (CDE Form 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 Form 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, 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, & shearing machines
  9. Power saws and shears
  10. Power-driving meat slicing/processing machines

#### HOURS OF WORK (PER MANTECA USD POLICY 6175.4)

16 & 17 Year Olds	14 & 15 Year Olds	12 & 13 Year Olds
Must have completed 7 <sup>th</sup> grade to work while school is in session (EC 49112)	Must have completed 7 <sup>th</sup> grade to work while school is in session (EC 49112)	Labor laws prohibit non-farm employment of children younger than 14. Special rules apply to agricultural work, domestic work in a private home, and the entertainment industry (LC 1285–1312)

#### Maximum Work Hours - School In Session

4 hours per day on any school day [EC 49112, 49116; LC 1391(a)(4)] 8 hours on any non-school day or on any day preceding a non-school day [EC 49112; LC 1391(a)(3)] 20 hours per week [LC 1391(a)(3)] WEE and CVE students & personal attendants may work more than 4 hours on a school day, but never more than 8 [EC 49116; LC 1391(a)(4)(A), 1392]	3 hours per school day outside of school hours [EC 49112, 49116; LC 1391(a)(2)] 8 hours on any non-school day [LC1391(a)(1)] 18 hours per week [EC 49116; LC 1391(a)(2)] WEE and CVE students may work during school hours and up to 23 hours per week [EC 49116; LC 1391(a)(2)]	2 hours per school day and a maximum of 4 hours per week (EC 49112)
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#### Maximum Work Hours - School Not In Session

8 hours per day [LC 1391(a)(3), 1392] 48 hours per week [LC 1391(a)(3)]	8 hours per day [LC 1391(a)(1), 1392] 40 hours per week [LC 1391(a)(1)]	8 hours per day [LC 1391(a)(1), 1392] 40 hours per week [LC 1391(a)(1)]
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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-school day [LC 1391(a)(3)] WEE and CVE students, with permission until 12:30 a.m. on any day (LC 1391.1) Messengers: 6 a.m.–9 p.m. [LC1297]	7 a.m.–7 p.m., except from June 1 through the first day of instruction in August, until 9 p.m. [LC 1391(a)(1)]	7 a.m.–7 p.m., except from June 1 through the first day of instruction in August, until 9 p.m. [LC 1391(a)(1)]
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