

Work Permits

What is a work permit and where can I get one?

A work permit is a legal document required by the state of California that allows a person under 18 years of age to hold a job. You may get a work permit from your local public high school. There are four steps in obtaining a work permit:

1. Obtain a work permit application in the Career Center at your local high school (or the application form may be downloaded from the El Dorado Union High School District website).
2. Fill out the personal information at the top of the application, get your prospective employer to fill out the information required in the middle portion, and have a parent or guardian sign the bottom portion of the application.
3. Return the completed work permit application to your high school where the work permit will be processed and typed. **Your school will need 24 hours to process the Work Permit.**
4. Return to the Career Center and sign your permit. Bring the typed and signed work permit back to the prospective employer.

At what age can I get a work permit?

Minors aged 12 through 17 are required to get work permits before starting a job. A minor under the age of 12 cannot receive a work permit except in the entertainment industry. There are a few exceptions to these rules. No work permit is required for the following jobs: 1) certain agricultural industry jobs, 2) odd jobs in private homes such as gardening and babysitting, 3) newspaper delivery jobs, 4) casual work in a family-owned business, and 5) self-employment.

Does a work permit require school attendance?

Minors under 18 years of age must attend school to get a work permit. If a student graduates from high school before age 18, he or she no longer needs a work permit. If a student passes the California High School Proficiency Exam (CHSPE) or the G.E.D. before the age of 18, he or she no longer needs a work permit. When an employer hires someone under 18 years old who has graduated, passed the CHSPE or G.E.D., the document verifying that fact must be given to the employer as proof that no work permit is required. Minors between 16 and 18 years of age who have dropped out of school must be enrolled in continuation or adult school classes for at least four hours per week before getting a work permit. Emancipated minors must attend school in order to get a work permit. Emancipated minors are those who have gone through court proceedings to be legally separated and freed from the control of their parents for certain reasons. Emancipated minors are still required to get a work permit before being employed but may obtain the work permit without parent consent and signature.

Can a work permit be taken away?

Yes, the work permit can be cancelled and taken away at any time by a high school administrator. In addition, a work permit can be cancelled at a parent's request with good reason. Good reasons for canceling a work permit include: job does not fit legal requirements for minors, hours scheduled create a truancy or absence problem for the student, or demands of job are causing student to fail classes at school.

When does a work permit expire?

A minor must obtain a work permit for each job. A work permit is no longer valid when a minor quits or leaves a job. A new work permit application must be filled out for each new job. In addition, all work permits in the state of California **expire five days after the opening of school in the fall**. This is to insure that all minors report to school in the fall before continuing to work after summer vacation. Therefore, if a minor obtained a job and work permit in June and still had that same job in September, the work permit would expire. The minor would need to obtain a new work permit for the new school year even though it was for the same continuing job.

What are the work hours for minors? (California and Federal Labor Codes)

Ages 12-13:

Prohibited in firms subject to Federal Standards Act

Ages 14-15:

School in session

3 hours maximum per day/day before a school day. 8 hours maximum per day/day before a non-school day.

18 hours maximum per week

Range of hours: 7:00am - 7:00pm any day

Summer (May 31 - Labor Day):

8 hours maximum per day/any day

40 hours maximum per week

Range of hours: 7:00am-9:00pm any day

Ages 16-17:

School in session:

4 hours maximum per day/day before a school day

8 hours maximum per day/day before a non-school day. 36 hours total per week

Range of hours: 5:00am - 10:00pm

5:00 - 12:30am (if no school next day)

Summer (May 31 - Labor Day)

8 hours maximum per day/any day

48 hours per week

Range of hours: 5:00am - 12:30am

Union Mine High School Work Permit Contract

Student Name: (Please Print) _____

Students are responsible for **regular attendance** and **successful progress** in the classes in which they are enrolled in order to retain a Work Permit.

A Work Permit may be canceled for any of the following reasons:

1. Failure to attend school
2. Excessive absences and/or tardies
3. Multiple discipline referrals
4. Lack of academic and classroom success (**maintain a 2.0 GPA**)
5. Dropping out of school or expulsion from school
6. At the request of the student's parent
7. At the request of UMHS administration

Cancellation Process:

1. Parent contact will be made when appropriate
2. The employer will be notified that a Work Permit is canceled

Please note:

- Students who change jobs and or employers must apply for a new Work Permit.
- This Work Permit will expire 5 days after the beginning of school in the fall.

I have read and understand the above information:

Student Signature _____ **Date:** _____

Parent Signature _____ **Date:** _____

Employer Signature _____ **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

Union Mine High School

School name
6530 Koki Lane El Dorado 95623 530-621-4003

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 = _____

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)

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

Type:

Regular _____

Vacation _____

Year-Round _____

_____ Signature of verifying authority

Work Experience Education