

Instructions on How to Obtain a Work Permit

1. Complete ALL sections (Minor, Employer, and Parent) of the 'Statement of Intent to Employ Minor and Request for Work Permit' form.
2. Return form one of three ways:
 - ✓ To your Independent Study Teacher (IST)
 - ✓ Fax to the main office at 707-573-6122
 - ✓ Mail or drop form off at the main office:

Pathways Charter School
607 Bobelaine Drive
Santa Rosa, CA, 95405
3. The main office will contact your IST for verification of the weekly hours approved.
4. A copy of the Work Permit will be sent to the student's address unless a fax number or instructions for pick-up are provided.

Questions? Please contact your IST or the school office at 707-573-6117.

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 (Print last name first)	Social Security Number	Date of Birth	Age
Street Address	City	ZIP Code	Home Phone
School Name	Address	ZIP Code	School Phone

For Employer to Complete

(Please review rules for employment of minors on back)

Business Name	Street Address	City	ZIP Code
Business Phone	Minor's Work Duties	Hourly Wage	
Employer's Workers' Compensation Insurance Company: _____			
Maximum number of hours of employment when school is in session:			
Mon. _____	Tue. _____	Wed. _____	Thurs. _____
Fri. _____	Sat. _____	Sun. _____	Weekly = _____
This business does not discriminate unlawfully on the basis of race, ethnic background, religion, sex, 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 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	Grade Level
TYPE: Regular _____	Vacation _____
Year-Round _____	Other (Specify) _____
Work Experience Education _____	

Agencies Controlling Employment of Minors

State child labor laws and the child labor provisions of the federal Fair Labor Standards Act (FLSA) govern most California employers.

If federal laws, state laws and school district policies conflict, the more restrictive law (that which is most protective of the employee) prevails.

Summary of Minors' Work Regulations

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.

Minors under the age of 18 may not work in occupations declared hazardous for young workers as listed below.

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

For more 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.

Labor laws set the basic minimum age of 16 years for general employment. Persons younger than 16 years are allowed to work only in limited, specified occupations which exclude baking, manufacturing, processing, construction, warehouse, and transportation occupations.

Labor laws applicable to adult employees are also generally applicable 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.

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 themselves have on file for each such minor a "Permit to Employ and Work" (form B1-4). Work permits (B1-4) must be open at all times for inspection by sanctioned authorities.

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.

Hours of Work

16 – 17 When school is in session: Daily maximum 4 hours, Monday through Thursday. May work up to 8 hours on any nonschool day or on any day that precedes a nonschool day. May be permitted to work up to 48 hours per week. Students in Work Experience Education programs may be permitted to work a maximum of 8 hours on a schoolday.

Work must be performed between 5:00 a.m. and 10:00 p.m. except that work may extend to 12:30 a.m. on nights preceding nonschool days. Students in Work Experience Education programs may be authorized to work until 12:30 a.m. on nights preceding school days.

14 – 15 When school is in session: Daily maximum 3 hours. Weekly maximum 18 hours, except 23 hours if students are in Work Experience Education programs. Generally may not work during school hours except in Work Experience Education programs. When school is not in session: Daily maximum 8 hours and weekly maximum 40 hours.

May work from 7:00 a.m. to 7:00 p.m. any day of the week. May work from 7:00 a.m. to 9:00 p.m. from June 1 to Labor Day.

Younger than 14: Labor laws generally prohibit nonfarm employment of children younger than 14. Special rules apply to agricultural work, domestic work and the entertainment industry.

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.