

# CITY HEIGHTS PREP

## CHARTER SCHOOL

### **Student Work Permit Policy**

According to Ed Code 49110 SECTION 1(a): It is the intent of the Legislature that the charter school personnel responsible for issuing work permits to pupils have a working knowledge of California labor laws as they relate to minors and be trained to provide pupils with practical personal guidance in career education. (b) Any of the following individuals may issue a work permit to a minor subject to the requirements and conditions of this chapter:

1. A person holding a services credential with a specialization in **Pupil Personnel Services** authorized by the superintendent of the school district or chief executive officer in writing, or a certificated work experience education teacher or coordinator authorized by the superintendent of the school district or chief executive officer in writing.

#### **Requirements**

- Minors employed in the state of California must have a Permit to Employ and Work (commonly referred to as a “work permit”).
- Work permits are issued by the school where the student is enrolled.
- Work permits indicate the duties and location where the work will be done as well as the number of hours a minor may work.
- In most cases it is a two-step process, the minor along with the parent/guardian and employer fill out the B1-1 form and submit to the school of attendance
- The school reviews the B1-1 form for accuracy, checks the GPA & attendance and issues the B1-4

**EC 49134-** The parent, guardian, or custodian accompanying the minor shall make oath that his statement of the name, address, birthplace, age of the minor, and social security number as entered upon the application for the permit to work are true and correct to the best of his knowledge and belief.

**EC 49163-** The notification of intent to employ a minor shall contain: (a) The name, address, phone number, and social security number of the minor. (b) The name, address, phone number, and supervisor at the minor's place of employment.

#### **Expired or Renewal**

Work permits are good for one full school year. They expire 5 days after the beginning of each new school year. Please allow ample time for a renewal to be processed.

\*Note: Students that are 14 or 15 years old will need to have their work permit renewed prior to the end of the school year.

#### **RESTRICTIONS & LIMITATIONS**

- Students must maintain a 2.0 GPA in current courses to obtain/apply for a work permit.  
\*Students with IEP's may waive this requirement with school approval.
- Occupations, job duties, and the amount hours allowed to work are all determined by the age of the minor.
- A long list of prohibited occupations and duties is available on the CDE, DIR and CAWEE websites.

- Schools may deny a request for a work permit if they feel the nature of the business, job duties assigned, business location, or work place environment would be unsafe and/or unhealthy for the minor.
- The school may be more restrictive than state/federal laws allow but not more lenient.

### **Maximum Amount of Hours Allowed**

#### Daily Hours

- **14/15 Yr. Old** = 3 Hours per day when school is in-session Monday - Friday Must be off work by 7 pm preceding a school day
- **16/17 Yr. Old** = 4 Hours per day when school is in-session Mon - Fri Must be off work by 10 pm preceding school day
- **14/15 Yr. Old** = 8 Hours per day when school is not in-session Monday- Sunday Must be off work by 7 pm preceding a non-school day... Except between June 1st and Labor Day may work until 9pm.
- **16/17 Yr. Old** = 8 Hours per day when school is not in-session Monday - Sunday Must be off work by 12:30 am preceding a non-school day

#### Weekly Hours; School In Session

- **32 Hours** per Week for 16/17 Yr.
- **18 Hours** per Week for 14/15 Yr.

#### Weekly Hours; School Not In Session

- **48 Hours** per Week for 15/17 Yr.
- **40 Hours** per Week for 14/15 Yr.

City Heights Prep Charter school is responsible for tracking which students are issued work permit per school year, tracking grades, and following child labor laws.