

Student _____ ID# _____ Current GPA _____

Employer _____ Supervisor _____

Employer Address _____ Phone# _____

Red Bluff Joint Union High School District

Work Permit Contract

Students who wish to be employed while attending school may do so under the conditions established by the State of California Department of Labor and Red Bluff Joint Union High School District administration. The employment should never interfere with time needed to complete required school work. Under special circumstances, administration may make a temporary exception to the conditions required for a work permit.

Applications for work permits are available at the following:

- <https://rbhs.rbhsd.org/Students/Work-Permit-Process/index.html>
- Red Bluff High School Counseling Center
- Red Bluff High School District Office at 1525 Douglass St. Monday – Friday from 7:30 a.m. – 4:30 p.m.

Conditions of issuing work permits include:

- Students must maintain a minimum 2.0 grade point average (GPA). If the student's current GPA is below 2.0 when they apply for a work permit, they may be granted a conditional permit for 2-6 weeks, but will be expected to improve their GPA by the end of this period.
- Students must maintain 90% or higher attendance rate; and
- Students must not have any significant discipline issues as determined by school administration.
- All students under the age of 18 must have a work permit in order to be employed.

The steps for obtaining a work permit are as follows:

- Review, complete and sign the Work Permit Contract (student, parent/guardian, **and employer**).
- Complete Form B1-1 "Statement of Intent to Employ Minor and Request for a Work Permit". Be sure to **include your social security number** on this form.
 - Have your employer complete and sign their section of this form in black or blue INK.
 - Have parent/guardian sign.
- Submit all required forms to the Red Bluff Joint Union High School District Office, 1525 Douglass Street.
- Permits must be retrieved within 7 days of issuance or a new application will be required.

Red Bluff Joint Union High School District will revoke a work permit if any of the following occur:

- Student drops from the Red Bluff Joint Union High School District.
- Student has excessive truancies, tardies, and/or absences.
- Student has not completed prior discipline consequences.
- School administration, counselors, and/or student's individual subject teachers, through the SST process, determine that schoolwork is suffering because of employment.

If a student is in danger of not being eligible due to grades or attendance, they will be **given a warning** and will have 2-3 weeks to improve. If improvement is not made, the District Office will send a letter of probation to the student's parent/guardian and employer identifying the concerns and a specific date in which improvement must be made. If the student does not demonstrate improvement by the identified date, the District Office will inform the student their **work permit has been revoked**. The District Office will also notify the employer and revoke the permit in writing.

The following information is required prior to issuance of a work permit. Please complete in INK.

Student's Job Title _____ Hourly wage \$ _____

Will standard payroll deductions be taken from the student's pay check (FWT, SWT, FICA, SDI)?

Yes No

Work schedule (list anticipated hours for each day of the week)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Job description/duties (list at least 5 main responsibilities)

Worker's Compensation provider _____

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Employer Signature: _____

Date: _____

The Red Bluff Joint Union High School District is an equal opportunity employer and does not discriminate on the basis of sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability. (Title VI, Title IX, and Section 504 Vocational Rehabilitation)

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)***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
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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
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For authorized work permit issuer use ONLY

Maximum number of work hours when school is in session:								Maximum number of work hours when school is not in session:							
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>)								Check Permit Type: <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							
Verifying Authority's Name and Title (<i>Print</i>)															
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>.