

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 enough quality time to complete required studies. Prior to obtaining a work permit, students must make an appointment with the Work Experience Instructor to determine if they meet the requirements for a work permit as outlined in this policy. Under special circumstances, the high school principal may make a temporary exception to the conditions required for a work permit.

Applications for work permits are available in the Red Bluff High School CTE Office, Monday – Friday from 7:30 a.m. – 3:30 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 in INK this Work Permit Contract (student, parent/guardian, **and employer**).
- Complete the "Request for Work Permit and Statement of Intent to Employ Minor" form in INK. Be sure to **include your social security number** on this form.
 - Have your employer complete and sign in INK their section of this form.
 - Have parent/guardian sign in INK.
- Turn in all required and signed forms to the WEE Instructor within 24-hour.
- Permits must be picked up within 7 days of issue or a new application will be required.

SUMMER SESSION NOTE: Forms may be picked up and submitted at the Red Bluff Joint Union High School District Office, 1525 Douglass Street, during the **summer break only**.

Red Bluff Joint Union High School District will call an employer and revoke a work permit if any of the following conditions 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.

- Student misses class and/or does not turn in satisfactory work in a given period of time.
- Student’s performance on tests is deemed sub-standard by school administration, counselors, and/or student’s individual subject teachers.
- 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 demonstrated required improvement. If improvement is not made, the WEE Instructor 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 WEE Instructor will inform the student their **work permit has been revoked**. WEE Instructor will visit the employer and revoke the permit immediately.

The following information is required prior to issuance of a work permit.

Student’s job title _____ Hourly wage \$ _____						
Will standard payroll deductions be taken from the student’s pay check (FWT, SWT, FICA, SDI)? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Work schedule (list <i>anticipated</i> 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: _____

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

Red Bluff Joint Union High School	(530) 529-8728	
School Name	School Phone	
P.O. Box 1507/1260 Union St.	Red Bluff, CA	96080
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
---	----------------------	------

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
School Records								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							
Proof of Minor’s Age (<i>Evidence Type</i>)															
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>.

**STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR A WORK PERMIT—
CERTIFICATE OF AGE**

CDE Form B1-1 (Rev. 02-14)

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*

- **If federal laws, state laws, and school district policies conflict, the more restrictive law (the one most proactive of the minor) prevails. (FLSA)**
 - Employers of minors required to attend school must complete a “Statement of Intent to Employ a Minor and Request for Work Permit” (CDE B1-1) for the school attendance for each such minor. (*EC 49162*)
 - Employers must retain a “Permit to Employ and Work” (CDE B1-4) for each such minor. (*EC 49161*)
 - Work permits (CDE B1-4) must be retained for three years and be available for inspection by sanctioned authorities at all time. (*EC 49164*)
 - A work permit (CDE 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 and 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, and shearing machines
 9. Power saws and shears
 10. Power-driving meat slicing/processing machines

HOURS OF WORK

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

School In Session

4 hours per day on any school day. (<i>EC 49112;49116; LC 1391</i>) 8 hours on any non-school day or on any day preceding a non-school day. (<i>EC 49112; LC 1391</i>) 48 hours per week. (<i>LC 1391</i>) WEE students & personal attendants may work more than 4 hours on a school day, but never more than 8. (<i>EC 49116; LC 1391, 1392</i>)	3 hours per school day outside of school hours (<i>EC 49112, 49116; LC 1391</i>) 8 hours on a non-school day. No more than 18 hours per week. (<i>EC 49116; LC 1391</i>) WEE students may work during school hours & up to 23 hours per week. (<i>EC 49116; LC 1391</i>)	2 hours per school day and a maximum of 4 hours per week. (<i>EC 49112</i>)
--	---	---

School Not In Session

8 hours per day. (<i>LC 1391, 1392</i>) 48 hours per week. (<i>LC 1391</i>)	8 hours per day. (<i>LC 1391, 1392</i>) 40 hours per week. (<i>LC 1391</i>)	8 hours per day. (<i>LC 1391, 1392</i>) 40 hours per week. (<i>LC 1391</i>)
--	--	--

Spread of Hours

5 a.m.-10 p.m. However, until 12:30 a.m. on any evening preceding a non-school day. (<i>LC 1391</i>)	7 a.m.-7 p.m., except that from June 1 through Labor Day, until 9 p.m. (<i>LC 1391</i>)	7 a.m.-7 p.m., except that from June 1 through Labor Day, until 9 p.m. (<i>LC 1391</i>)
--	---	---

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>

KNOW YOUR RIGHTS!

Congratulations on your new job. You are now a worker—that means you need to know your rights!



laborcenter.berkeley.edu/rights

For more information and details about these laws scan the QR code.



Make sure your boss pays you correctly, on time, and doesn't make you pay for extras, like uniforms. You should be paid for training time. You have the right to sick leave, breaks, a safe workplace, and more.

EARNINGS STATEMENT						
EMPLOYEE NAME	SSN	EMPLOYEE ID	CHECK NO.	PAY PERIOD	PAY DATE	
		63254123	76236	06/28/20 - 07/04/20	07/06/20	
INCOME	RATE	HOURS	CURRENT TOTAL	DEDUCTIONS	CURRENT TOTAL	YEAR-TO-DATE
Regular	22.00	40.00	880.00	FICA MED TAX	12.76	344.52
				FICA SS TAX	54.56	1473.12
				FED TAX	131.20	3542.40
				CA ST TAX	52.80	1425.60
Sick Leave: Hours Available 24.00				SDI	8.80	237.60
YTD GROSS	YTD DEDUCTIONS	YTD NET PAY	CURRENT TOTAL	CURRENT DEDUCTIONS	NET PAY	
23760.00	7023.24	16736.76	880.00	260.12	619.88	

Don't get paid in cash!

You could get scammed! Your employer has to give you a pay stub showing your hourly wage, the hours you worked, your available paid sick leave, taxes, and other deductions.

Minimum wage!

\$16.00 in 2024; increases every January 1.

Many cities have higher minimum wages.

Some special rules or exceptions may apply, depending on your job.

TIPS:

Workers earning tips have the same minimum wage as other workers. Tips do NOT count toward your minimum wage. Your employer cannot take your tips.

"SHOW UP" (OR "REPORTING TIME") PAY:

If you show up for your scheduled shift and your employer sends you home because there isn't enough work or gives you less than half of your usual or scheduled hours, you may be entitled to partial payment for the cut hours.

GET YOUR CHECK ON TIME:

If your check is late, you are entitled to an additional payment. If you are fired you should receive your final paycheck on your last day of work.

Special minimum wage for fast-food workers!



\$20 per hour

YOU ARE AN EMPLOYEE, YOU HAVE RIGHTS!

If your employer sets your wages and hours and tells you how your job should be done you are an **EMPLOYEE**, not a self-employed "independent contractor." Some employers try to say their workers are independent contractors, not employees, because it saves them money on payroll taxes. It's illegal to hire anyone under age 18 as an independent contractor.

Independent contractors do not have the labor protections like minimum wage, overtime pay, sick leave, and more.

Wage theft is illegal!

When an employer doesn't pay you everything you are owed, that's wage theft and it's illegal.

Some examples of wage theft:

- You are paid less than you were promised
- You are made to do any work before clocking in, after clocking out, or during your breaks
- Your employer makes paycheck deductions (besides those required by the government) without your permission. Common illegal deductions are for things like:
 - Equipment
 - Uniforms
 - Things you accidentally break
 - Cash register shortages caused by mistakes

If you accidentally drop a tray of dishes, take a bad check, or have a customer walk out without paying a check, your employer cannot deduct the loss from your paycheck!

Hours you can work

Teens cannot legally work too late, too early, or too many hours per day or per week. There are rules for the school year and more flexible rules for the summer. Some school districts may have stricter rules than the general California law.

Scan the QR code to learn more.



laborcenter.berkeley.edu/rights



You have the right to breaks and sick leave

BREAKS

All employees are entitled to:

- A 10-minute *paid* rest break for every 4 hours of work
- An unpaid, uninterrupted 30-minute break for every 5 hours of work

PAID SICK LEAVE

- Most workers are entitled to at least five days or 40 hours of paid sick leave (whichever is more) each year. After that, you can take unpaid leave if you are still sick.
- Your employer cannot punish or fire you for using paid sick leave, and cannot require you to find your own replacement while you are out.

IS YOUR JOB DANGEROUS?

Your employer is required to provide:



- A safe and healthy workplace



- Training on chemicals and other hazards



- Protective uniforms and equipment



- Workers' compensation if you are hurt on the job

Report problems to Cal/OSHA, the government agency in charge of workplace safety. Your call to Cal/OSHA is confidential and you don't even have to give them your name.

There are programs to help you if you get hurt on the job, if you become unemployed, disabled or sick and cannot work, or if you need to care for a family member or new baby.

You can refuse to do a task that could get you injured or even killed.

Some jobs are off-limits because they are too dangerous for teens.

Jobs teens are not allowed to do:

- Drive a motor vehicle on public streets as a main part of the job (with some exceptions)
- Drive heavy equipment
- Use powered equipment like a circular saw, box crusher, meat slicer, or bakery machine
- Work in wrecking, demolition, excavation, or roofing, logging or a sawmill
- Prepare, serve, or sell alcoholic drinks
- Work where exposed to radiation.

Also, 14 or 15 year old workers cannot:

- Do any baking
- Cook over an open flame
- Work in dry cleaning or a commercial laundry
- Do building, construction, or manufacturing work
- Load or unload a truck, railroad car, or moving belt.

Scan the QR code to learn more.



laborcenter.berkeley.edu/rights

KNOW YOUR RIGHTS AND GET HELP!



You have the right to join a labor union!

Unions are organizations where workers join forces to improve their working conditions. Through their union, workers negotiate as one with their employer on wages, benefits, health and safety, and other workplace rights. Employees are entitled to work together on common issues, even if they don't have a union.

It is illegal for employers to punish or fire you for joining or forming a union.

Employers CANNOT take your rights

Employers get to decide many things at work, but they cannot violate your rights or punish you for standing up for those rights!

It is illegal for an employer to fire you, cut your hours, give you a worse shift or bad assignment, or punish you in any other way for exercising any of your rights such as refusing to work off the clock, taking paid sick leave, reporting harassment, or insisting on a safe workplace. It is illegal for an employer to call ICE to get back at workers who report workplace violations; employers face high fines for this.



Where to go for help

It can be confusing to figure out how to report an employer for violating your rights. Try to find a trusted adult, like a parent, teacher, or school counselor, to help you exercise your rights.

Scan the QR code to find out where to make a complaint and to find organizations that can help you!



SCAN TO LEARN MORE!



laborcenter.berkeley.edu/rights