

**Beginning of the Year Work Permit Renewal Procedures**  
**All District Work Permits will be issued by appointment only;**  
required documents will be processed via the student's school site.

Once a student has been offered a job, the student downloads and prints a work permit application: B1-1, "Statement of Intent to Employ Minor and Request for Work Permit" from their high school website, the District's Career Readiness website or internet. Students must have a work permit for each place of employment. After obtaining a promise of employment:

Section A: Directions to Complete the B1-1 Work Permit Form BEFORE submitting for processing by school site:

1. Student must completely fill out the B1-1 section, using black or blue ink.
2. Student must request that the employer completely fill out the employer section. The "Description of Work" must be detailed and complete. Student must obtain employer original signature prior to District verification and the two signatures (student and employer) must be within seven (7) days of each other.
3. Student must obtain parent/guardian approval with signature.
4. **Student emails their school's Job Developer (contact numbers for school sites and list of Job Developers are listed on page two) to make an appointment to drop off the completed B1-1 form or email the B1-1 form to have it processed electronically.** School staff will respond to the email within one working day to process student's work permit.

Section B: Directions *if* submitting the form at the school site:

5. If the school elects to have work permits processed by scheduled in-person appointment, student will call their school's Job Developer and arrange an appointment date and time. After arriving at school site for scheduled appointment, student will call the Job Developer to arrange for document processing. Work permits will be issued on site and student must stay at the agreed-upon area (front office, parking lot, etc...) while the work permit is generated. Appointments can take between 20-30 minutes.
6. School staff reviews student's grades and attendance to determine student's eligibility and notes grades and attendance on the B1-1.
7. School staff will generate official work permit (B1-4 form), print 3 copies, and sign. Student is given the work permit to sign.
8. After signing, two forms are given to the student -- one form is to be given to the employer and one is for the student's records. One form is retained by the District.

Per California Labor Law, work permits will be valid through August 19, 2021, and students cannot work during school hours.

## Beginning of the Year Work Permit Renewal Procedures

### Job Developers Contact Info by School Site

School Site	School Phone Number	Job Developer (JD)	JD Phone	JD Email
<b>Bullard</b>	559-451-4320	Kris Madden	559-241-4323	<a href="mailto:Kristopher.Madden@fresnounified.org">Kristopher.Madden@fresnounified.org</a>
<b>Duncan</b>	559-248-7080	Sara Villegas	559-248-7476	<a href="mailto:Sara.Villegas@fresnounified.org">Sara.Villegas@fresnounified.org</a>
<b>Edison</b>	559-457-2650	AnnaMarie Ronquillo-Grisby	559-457-2662	<a href="mailto:AnnaMarie.RonquilloGrisby@fresnounified.org">AnnaMarie.RonquilloGrisby@fresnounified.org</a>
<b>Fresno</b>	559-457-2780	Patti Gutierrez	559-457-2824	<a href="mailto:Patricia.Gutierrez@fresnounified.org">Patricia.Gutierrez@fresnounified.org</a>
<b>Hoover</b>	559-451-4000	Mylena Santana-Bailey	559-251-4078	<a href="mailto:Mylena.Santana-Bailey@fresnounified.org">Mylena.Santana-Bailey@fresnounified.org</a>
<b>McLane</b>	559-248-5100	Rafael Lopez-Tinoco	559-248-5100	<a href="mailto:Rafael.Lopez-Tinoco@fresnounified.org">Rafael.Lopez-Tinoco@fresnounified.org</a>
<b>Patino</b>	559-248-7360	Stephanie Maxwell	559-457-1929 (MTW)	<a href="mailto:Stephanie.Maxwell@fresnounified.org">Stephanie.Maxwell@fresnounified.org</a>
<b>Roosevelt</b>	559-253-5200	Vang Yang	559-457-3210	<a href="mailto:Vang.Yang@fresnounified.org">Vang.Yang@fresnounified.org</a>
<b>Sunnyside</b>	559-253-6700	Ezelle Coleman	559-253-6739	<a href="mailto:Ezelle.Coleman@fresnounified.org">Ezelle.Coleman@fresnounified.org</a>
<b>DeWolf</b>	559-457-2990	Theresa Sanchez	559-457-1052 (THF)	<a href="mailto:Theresa.Sanchez@fresnounified.org">Theresa.Sanchez@fresnounified.org</a>
<b>JE Young</b>	559-457-3190	Theresa Sanchez	559-253-2981 (MTW)	<a href="mailto:Theresa.Sanchez@fresnounified.org">Theresa.Sanchez@fresnounified.org</a>
<b>Design Science</b>	559-489-2270	Stephanie Maxwell	559-489-2270 (WTHF)	<a href="mailto:Stephanie.Maxwell@fresnounified.org">Stephanie.Maxwell@fresnounified.org</a>
<b>Cambridge</b>	559-253-6560	Sabrina Bailey	559-457-2980	<a href="mailto:Sabrina.Bailey@fresnounified.org">Sabrina.Bailey@fresnounified.org</a>
<b>Phoenix Secondary</b>	559-253-6520	Sabrina Bailey	559-253-6520	<a href="mailto:Sabrina.Bailey@fresnounified.org">Sabrina.Bailey@fresnounified.org</a>

**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> )								<b>Check Permit Type:</b> <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>.

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

**General Summary of Minors' Work Regulations**

FLSA-Federal Labor Standards Act, CDE-California Department of Education, EC-California Education Code, LC-California Labor Code

- **If federal laws, state laws, and school district policies conflict, the more restrictive law (the one most protective of the minor) prevails. (FLSA)**
  - Employers of minors required to attend school must complete a “Statement of Intent to Employ 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 times. (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 1285–1312)
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**

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

**School In Session**

4 hours per day on any school day (EC 49112; 49116; LC 1391) 8 hours on any non-school day or on any day preceding a non-school day. (EC 49112; LC 1391) 48 hours per week (LC 1391) WEE students & personal attendants may work more than 4 hours on a school day, but never more than 8. (EC 49116; LC 1391, 1392)	3 hours per school day outside of school hours (EC 49112, 49116; LC 1391) 8 hours on any non-school day No more than 18 hours per week (EC 49116; LC 1391) WEE students may work during school hours & up to 23 hours per week. (EC 49116; LC 1391)	2 hours per school day and a maximum of 4 hours per week. (EC 49112)
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**School Not In Session**

8 hours per day (LC 1391, 1392) 48 hours per week (LC 1391)	8 hours per day (LC 1391, 1392) 40 hours per week (LC 1391)	8 hours per day (LC 1391, 1392) 40 hours per week (LC 1391)
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**Spread of Hours**

5 a.m.–10 p.m. However, until 12:30 a.m. on any evening preceding a non-school day (LC 1391) WEE students, with permission, until 12:30 a.m. on any day (LC 1391.1) Messengers: 6 a.m.–9 p.m.	7 a.m.–7 p.m., except that from June 1 through Labor Day, until 9 p.m. (LC 1391)	7 a.m.–7 p.m., except that from June 1 through Labor Day, until 9 p.m. (LC 1391)
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## Hazardous Working Conditions

Minors under 18 MAY NOT be employed or permitted to work in the following occupations declared hazardous in federal regulation and adopted by inclusion by the state of California [LC 1294.1, 29 CFR 570 Subpart E]:

- Occupations involved in the operation of bakery machines [29 CFR 570.52 (H.O. 11)];
- Occupations of motor vehicle driver and outside helper [29 CFR 570.52 (H.O. 2)] (See Chapter 7 of this digest);
- Occupations involved in the operation of power-driven Wood-working machines [29 CFR 570.55 (H.O. 5)];
- Occupations in the operation of power-driven meat processing machines and occupations involving slaughtering, meat packing or processing or rendering [29 CFR 570.61 (H.O. 10)];
- Occupations in or about plants or establishments manufacturing or storing explosives or articles containing explosive components, including for example: small arms ammunition [29 CFR 570.51 (H.O. 1)];
- Occupations in roofing operations [29 CFR 570.67 (H.O. 16)];
- Occupations involved in the operations of power-driven metal forming, punching and shearing machines [29 CFR 570.59 (H.O. 8)];
- Occupations involved in the operations of circular saws, band saws and guillotine shears [29 CFR 570.65 (H.O. 14)];
- Occupations involving the operation of power-driven hoisting apparatuses, including, for example: operating or assisting to operate certain elevators, cranes, derricks, hoists, riggers or high lift trucks [29 CFR 570.58 (H.O. 7)]; 26
- Occupations involved in the operation of paper products machines [29 CFR 570.62 (H.O. 12)];
- Occupations involved in the manufacture of brick, tile and kindred products [29 CFR 570.64 (H.O. 13)];
- Occupations involved in wrecking, demolition and ship-breaking operations [29 CFR 570.66 (H.O. 15)];
- Occupations in connection with mining other than coal mining [29 CFR 570.60 (H.O. 9)]; \*These federal regulations are also referred to as the "Hazardous Occupation Orders." References to them are often abbreviated as H.O. and numbered 1, 2, etc.; this digest includes that identification as well as the legal citation.
- Logging, sawmill, lath mill, shingle mill or cooperage mill Occupations [29 CFR 570.54 (H.O. 4)];
- Occupations in excavation operations [29 CFR 570.68 (H.O. 17)];
- Occupations involving exposure to radioactive substances and to ionizing radiations. [29 CFR 570.57 (H.O. 6)]