

**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.

**MINOR'S Information**

Minor's Name ( <i>Print First and Last</i> )	Home Phone	Grade	Student ID number
Home Address	City		Zip Code
Birth Date	Social Security Number	Age	Student's Signature

**School Information**

Hueneme High School	(805) 385-2667	
School Name	School Phone	
500 W. Bard Road	Oxnard	93033
School Address	City	Zip Code
		GPA (2.0 minimum)

**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**

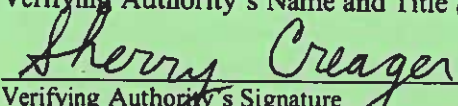
Business Name or Agency of Placement	Business Phone	
Business Address	City	Zip Code

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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<b>For authorized work permit issuer use ONLY</b>															
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	8	8	8	8	8	8	8	40
SYNERGY Proof of Minor's Age ( <i>Evidence Type</i> ) Sherry Creager - Career Technician Verifying Authority's Name and Title ( <i>Print</i> )  Verifying Authority's Signature								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							

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

CDE B1-1 (Rev. 07-10)

**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 protective 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 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 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**

<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 schoolday (EC 49112; 49116; LC 1391) 8 hours on any non-schoolday or on any day preceding a non-schoolday. (EC 49112; LC 1391) 48 hours per week (LC 1391) WEE students & personal attendants may work more than 4 hours on a schoolday, but never more than 8. (EC 49116; LC 1391, 1392)	3 hours per schoolday outside of school hours (EC 49112, 49116; LC 1391) 8 hours on any non-schoolday 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 schoolday 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-schoolday (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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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>.

Oxnard Union High School District  
**WORK EXPERIENCE EDUCATION EMPLOYMENT INFORMATION  
TRAINING PLAN**

**FOR STUDENT TO COMPLETE:**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_ Birthdate \_\_\_\_\_

SSN \_\_\_\_\_ Student # \_\_\_\_\_ Phone \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**FOR EMPLOYER TO COMPLETE:**

Employed by \_\_\_\_\_ Supervisor \_\_\_\_\_  
Name of Company

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Employer's Worker's Compensation Insurance Company: \_\_\_\_\_

*\*\*\*Work Permits are required for minors under age 18\*\*\**

**INDIVIDUAL TRAINING PLAN**

**JOB POSITION/TITLE** \_\_\_\_\_

**DUTIES** \_\_\_\_\_

Each semester the student shall identify training objectives that he/she is to accomplish at their job.  
"What will you learn at work this semester?" *List below your training objectives.*

**SAMPLE TRAINING OBJECTIVES:**

1. Will learn opening/closing procedures.
2. Will learn to order store products.
3. Will learn to inventory store merchandise.
4. Will learn customer assistance skills.

**YOUR ON-THE-JOB TRAINING OBJECTIVES:**

1. \_\_\_\_\_
2. \_\_\_\_\_

Our signatures below are verification that the information on both sides of this form has been reviewed and that all parties agree to abide by the Work Experience Program rules, objectives, and responsibilities.

\_\_\_\_\_  
Parent/Guardian Signature                      Date

\_\_\_\_\_  
Student Signature                                      Date

\_\_\_\_\_  
Employer Signature                                      Date

## "TRAINING AGREEMENT"

### "JOB OBJECTIVES"

1. Acquire general and specific occupations skills.
2. Develop work habits, attitudes, and employability skills.
3. Apply basic skills: reading, writing, computation to the work place.

### "INTENT OF WORK EXPERIENCE"

General Work Experience allows students, through a combination of paid employment and class instruction, to develop job skills to locate, secure, and retain employment. Exploratory Work Experience permits a sampling of different occupations through short-term, non-paid work experiences and class instruction.

### "EMPLOYER RESPONSIBILITIES"

1. Students will be accepted and assigned to jobs without regard to race, color, national origin, sex, or disability.
2. Requests for students will be free from discrimination.
3. Will employ students as employees, not independent contractors, as documented by the following:
  - a. Employer provides Worker's Compensation Insurance. (The school district reserves the right to request a Certificate of Insurance)
  - b. Employer provides a detachable itemized statement of deductions with every paycheck. Taxes are withheld.
  - c. The student will receive a W-2 Form, not a 1099 Form.
  - d. Obtain a Work Permit for all minors under 18.
4. To provide the probability of continuous employment a minimum of 10 hours weekly throughout the semester.
5. To provide adequate equipment, materials, and facilities to allow appropriate learning activities.
6. Working conditions will not endanger the health, safety, welfare, or morals of the student.
7. Maintain a workplace free of sexual harassment.
8. Maintain hourly work records of the student and cooperate in rating students' job performance.

9. Will adhere to all Federal, State, and District regulations regarding the employment of minors.

### "STUDENT RESPONSIBILITIES"

1. Under age 18, will obtain a Work Permit for each job held. Permits will be limited or revoked for poor attendance or grades.
2. Finding an approved job for class credit:
  - a. Cannot be self-employed, must be an employee.
  - b. Scheduled 10 hours (10 credits), 5 hours (5 credits) weekly
  - c. Company is not located on private residential property.
3. Must attend weekly classes, submit weekly records of hours worked, provide pay stubs, and complete portfolio assignments.

### "PARENT/GUARDIAN RESPONSIBILITIES"

1. Grant permission for student to leave school during WEE periods.
2. Assume responsibility for student's supervision while off campus.
3. Assume responsibility for the safety and conduct of the student while traveling to and from school, job, and the home.
4. To be knowledgeable of the class requirements.

## "WORK EXPERIENCE CLASS RULES/REQUIREMENTS"

### Work Experience Requirements:

1. Turn in pay stubs in a timely manner.
2. Attend one of the three weekly meetings.
3. Get a positive review from your employer.
4. Work continuously throughout the semester.
5. Work at least 90 hours per semester for 5 credits, and at least 180 hours per semester for 10 credits.
6. Do all work assigned classwork/homework, in a competent and timely manner

### The work experience meetings are held:

- A. Wednesday 5<sup>th</sup> period in room 85 (Career Center)
- B. Wednesday 7<sup>th</sup> in room 85 (Career Ctr.)
- C. Wednesday after school in room 85 (Career Ctr.)
- D. Thursday at lunch in room 85 (make-up)

More than 10 minutes late for any class counts as a absence.

Your grade in Work Experience will be based on attendance, employer evaluations, and classwork/home work (please refer to class requirements, which will be given to students during the first Work Experience meeting). Weekly attendance is very important.

The Work Experience teacher is to be notified of your intent to change jobs or to drop the class. Only one job change/semester is permitted. A program change is necessary to drop Work Experience.

A maximum of 40 credits of Work Experience may be earned towards graduation (10 credits/ semester).

You may **FAIL** the Work Experience Class, and have your Work Experience Permit **Revoked** by:

1. Failing to bring in your pay stubs in a timely manner
2. Being fired from your job.
3. Leaving your job without giving proper notice to your employer.
4. Leaving or changing jobs without notifying the Work Experience Coordinator.

A student who is out of work due to reasons beyond their control will have 2 weeks to find a new job. The number of credits earned while employed will be determined by the Work Experience teacher and will take the following into consideration

1. Time remaining in the school term
2. Time on the job
3. Current grade in Work Experience class
4. Employers evaluation
5. Teacher evaluation

You must attend **All** classes of your required school day. You may not work on a day that you are absent from school.

**IF YOU FAIL TO MAINTAIN A 2.0 GPA IN ALL OF YOUR COURSE WORK FOR ANY ONE QUARTER YOUR WORK PERMIT WILL BE REVOKED!.**