

Madera Unified School District
Statement of Intent to Employ Minor and Request for Work Permit
Not a work permit — Print all information except signatures Fill in all Blanks

For Minor to Complete

Minor's Last Name	Minors First Name	Social Security Number	Age	Grade			
Street address		City	ZIP Code	Home telephone			
School name	Room Number	Period 1	Period 2	Period 3	Period 4	Period 6	Period 7
Counselor Name	Student ID #	Date of Birth	Signature				

For Employer to Complete (Please review rules for employment of minors on reverse.)

Name of business							
Street address		City	ZIP Code	Business telephone			
Minor's work duties				Hourly wage			
Maximum number of hours of employment when school is in session:							
Mon.	Tues.	Wed.	Thurs	Fri.	Sat.	Sun.	Weekly =

In compliance with California labor laws, this employee is covered by worker's 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.

Supervisor's signature	Supervisor's name (print or type)
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For Parent or Guardian to Complete

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, the information herein is correct and true. I request that a work permit be issued.

In addition to this employer, my child is working for:

	Name of business
	Date

For School to Complete

Evidence of minor's age	Type:	Regular	_____
		Vacation	_____
		Year-Round	_____
Signature of verifying authority		Work Experience Education	_____
	Other (specify)	_____	

- If federal laws, state laws and school district policies conflict, the more restrictive law (the one most protective of the employee) prevails.
- Generally, minors must attend school until age 18 unless they are 16 years or older and have graduated from high school or received a state Certificate of Proficiency.
- Employers of minors required to attend school must complete a "Statement of Intent to Employ Minor and Request for Work Permit" (form B1-1) for the school district of attendance for each such minor.
- Employers must retain a "Permit to Employ and Work" (form B1-4) for each such minor.
- Work permits (B1-4) must be retained for three years and be available for inspection by sanctioned authorities at all times.
- A work permit (B1-4) must be revoked whenever the issuing authority determines the employment is illegal or is impairing the health or education of the minor.

• A day of rest from work is *required* if the total hours worked per week exceed 30 or if more than 6 hours are worked on any one day during the week.

Minors under the age of 18 may not work in environments declared hazardous or dangerous for young workers as listed below:

1. Explosive exposure
2. Motor vehicle driving/outside helper
3. Coal mining
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. Other mining
10. Power-driven meat slicing/processing machines
11. Power-baking machines
12. Power-driven paper products/paper bailing machines
13. Manufacturing brick, tile products
14. Power saws and shears
15. Wrecking, demolition
16. Roofing
17. Excavation operation

For more complete information about hazardous occupations, contact the U.S. Department of Labor (Child Labor Bulletins 101 and 102) and the California Department of Industrial Relations, Division of Labor Standards Enforcement. Regional offices are located in several California cities. They are listed in the "Government Listings" sections of telephone directories.

• Minors younger than 16 years are allowed to work only in limited, specified occupations that exclude baking, manufacturing, processing, construction, warehouse, and transportation occupations.

• In addition to safety regulations, labor laws applicable to adult employees also generally apply to minor employees, including workers' compensation insurance requirements.

• Child labor laws do not generally apply to minors who deliver newspapers or work at odd jobs, such as yard work and baby-sitting, or in private homes where the minor is not regularly employed.

Ages Hours of Work

16 – 17 *When school is in session:* Daily maximum of 4 hours, Monday through Thursday. May work up to 8 hours on any non-school day or on any day that precedes a non-school day. May be permitted to work up to 48 hours per week. Students in Work Experience Education or cooperative vocational education programs may be permitted to work a maximum of 8 hours on a school day.

When school not in session: May work up to 48 hours per week but no more than 8 hours in any one day.

Work must be performed no earlier than 5 a.m. or later than 10 p.m. except that work may extend to 12:30 a.m. on nights preceding non-school days. Students in Work Experience Education or cooperative vocational education programs may be authorized to work until 12:30 a.m. on nights preceding school days with specified written permission.

14 – 15 *When school is in session:* On school days daily maximum 3 hours. On non-school days may work 8 hours. Weekly maximum of 18 hours. Students in Work Experience Education and career exploration programs may work up to 23 hours per week.

When school is not in session: Daily maximum 8 hours and weekly maximum 40 hours.

May not work during public school hours except students in Work Experience Education or career exploration programs.

Work must be performed no earlier than 7 a.m. nor later than 7 p.m. any day of the week. From June 1 to Labor Day work hours may be extended to 9 p.m.

Younger Labor laws generally prohibit nonfarm than 14 employment of children younger than 14. Special rules apply to agricultural work, domestic work and the entertainment industry.

Madera High School
WORK EXPERIENCE EDUCATION TRAINING AGREEMENT
Print Name _____ ID# _____

Work Experience Student accepts these responsibilities:

To the Employer:

1. Obtain a valid work permit needed for employment.
2. Attend work as scheduled, be punctual and responsible, follow company rules dress appropriately and notify employer if not able to work.
3. Advise employer when a school schedule for mandatory participation will alter work hours.
4. Report to supervisor immediately if injured on the job.

To the Work Experience Coordinator/School:

1. Fulfill the related instruction program's requirements.
2. Communicate work-related problems to Work Experience Coordinator
3. Report to Coordinator if injured.
4. Inform Coordinator immediately if you are longer working or considering leaving your job.
5. School attendance and class work must be done at acceptable rate.

To the Parents/Guardians:

1. Keep them informed of your work hours and any concerns regarding work related?
2. Keep them informed of Work Experience progress or problems .

Student signature _____ Date _____

Work Experience Coordinator/School accepts these responsibilities:

1. Provide supervision by a certificated or designated individual during enrollment
2. Issue a work permit appropriate for employment
3. Monitor both student attendance and performance at school and work
4. Grant school grades and credit according to Glass Guideline specification
5. Communicate progress and problems with counselors, parents and employees
6. Provide guidelines and instruct student on class procedures and expectations
7. Be available to counsel students on issues

Work Experience Coordinator Signature _____ Date _____

Parents accepts responsibility to:

Understands the requirements guidelines for the program and help the student be able to succeed at school. Provide transportation to and from work for the student. Communicate concerns to Work Experience Coordinator

Parent Signature _____ Date _____

The Employer accepts responsibility to:

1. Employ the student receiving Work Experience for the days hours required and intend to employ students at least the current school semester.
2. Assist the student in developing skills necessary for future employment.
3. Comply with all laws regarding employment.
4. Provide all necessary training and maintain a safe environment.
5. Contact the Work Experience Coordinator if you have any questions.

The employer should strive to develop students ability to work appropriately, use equipment properly, communicate and become an exceptional employee.

Employer Print Name _____ Signature _____ Date _____

Company Name _____ Phone _____

Address _____ City _____ Zip _____

Describe Job Duties _____

Student Name _____

Any questions:

Tim Riche'

Work Experience Coordinator

Madera Unified

675-4444

Best Way: riche_t@madera.k12.ca.us

Guidelines for Work Experience

Eligibility - Juniors or Seniors need to maintain above a 2.0 GPA and have no D's or F's. If the student wishes to add Work Experience during the day they must be ahead 5 credits per period dropped. They must also have good attendance.

Students need to submit weekly timesheets to Mr. Riche' and complete two packets a semester. Any cheating or forging signatures will result in student being removed from class and given an F.

Attendance in relation to work: No School/No Work!! If you call in sick to school you cannot work that day. If you are suspended from school, you are also not allowed to work. Poor attendance can eliminate you from work experience. BE A GOOD STUDENT AND A GOOD EMPLOYEE!

If you leave your job for any reason it is your responsibility to notify Mr. Riche' as soon as possible. Failure to do will get you a failing grade.

If you have problems with your employer or with your job, please contact Mr. Riche'. I am also your supporter, I want to see you succeed. Come talk to me before it gets worse.

I do not give passes to class. If you email me, I will come and pull you from class and we can talk that way. timriche@maderausd.org is the fastest way to contact me.

The goal of Work Experience is to help you develop good job skills and work habits. It is a great opportunity for you to utilize and enjoy. Be a good worker, good student and a good person!

I have read and understand the above.

Parent Signature

Student Signature

Employer Signature