

**GROSSMONT UNION HIGH SCHOOL DISTRICT**  
**2010-2011**  
**Work Permit Procedures**

**GUHSD STUDENTS:**

Students who attend a high school that is part of Grossmont Union High School District (GUHSD) shall return Request for Work Permit Application (B1-1) to their school of attendance. Work Permit Clerk/Coordinator will verify school enrollment, attendance, GPA, proof of age and social security number. Upon verification a Work Permit for the school year 2009-2010 may be issued. Please be aware that there is a 48-hour turn-around period for issuing new Work Permits, not issued on a demand basis as in previous years.

**NON-DISTRICT STUDENTS:**

Students 14-17 years of age who live within the District but do not attend any of the Grossmont High School District schools must:

- 1) Obtain and return the completed Request for Work Permit Application (B1-1) to the GUHSD Academic Interventions and Alternative Programs Office at 301 No. Mollison Ave., El Cajon, CA 92021 (619) 593-2742 during the hours of 9:00am –2:30pm (M-F)
- 2) ATTACHED to the application students must have:
  - ◆ Picture ID - This can be current school ID, Driver's License, Passport, State or Military ID.
  - ◆ Proof of age – This can be either a Birth Certificate, Driver's License, Passport, State or Military ID
  - ◆ Most recent copy of Progress Report with current GPA listed.
  - ◆ The items listed above should be accompanied by a letter-verifying enrollment, provided by school of attendance, on school letterhead, signed and dated by the school administrator/official.

**Please be aware that there will be a 48 hour turn-around  
period for issuing Work Permits.**

For additional Work Permit Information or to download a  
**Request for Work Permit Application (B1-1)**  
please visit the District website at [www.guhsd.net/students](http://www.guhsd.net/students) or call:  
*Academic Interventions & Alternative Programs 619-593-2742*  
*Joe Acosta at Monte Vista High School 619-454-9727 or e-mail: [jacosta@guhsd.net](mailto:jacosta@guhsd.net)*  
*Patti Gordinier at Granite Hills High School 619-813-0703 or e-mail: [pgordini@guhsd.net](mailto:pgordini@guhsd.net)*

GROSSMONT UNION HIGH SCHOOL DISTRICT

STATEMENT OF INTENT TO EMPLOY MINOR AND REQUEST FOR WORK PERMIT

This application is NOT A WORK PERMIT—PRINT all information, except signatures where required.

This application must be signed by the employer and the student's (minor) parent/guardian. A work permit may be issued only after this form is fully completed, then approved and verified by a designated Grossmont Union High School District (GUHSD) authority.

Deliver this completed application in person to your school site. Processing time for work permit requests is 48-hours.

For Minor to Complete Student ID # School District

Student's Last Name First Name Date of Birth Age Grade Sex
Street Address City Zip Code
Social Security Number Home Telephone # Student Cell #

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

Business Name Store # Type of Business
Business Address City Zip Code Supervisor Phone
Work Location Address (if different from above location) City Zip Code Business Phone
Minors Work Duties (Type of Work) Date Hired Hourly Wage

In the Monday-Sunday spaces below, enter the maximum number of hours that you may be employing this student. The maximum number of hours that a student may work, according to age, is on the reverse side of this application. Do not use any words, such as "varies." If applicable, indicate zero (0).

Mon Tues Wed Thurs Fri Sat Sun Weekly Total =

In compliance with California labor laws, this employee is covered by Worker's Compensation Insurance. This business does not unlawfully discriminate on the basis of race, ethnic background, religion, sex, color, national origin, ancestry, age, physically handicap, or medical condition. I hereby certify, to the best of my knowledge, that the information herein is correct and true.

Supervisor's Signature Supervisor's Name (print or type) Date

For the Parent to Complete Mother Father 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, the information herein is correct and true. I request that a work permit be issued for this minor.

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

Parent/Guardian's Signature Parent/Guardian Name (Printed) Date

For School/Office Use Only

Sector: Public Private Grade Level: High School Middle School College
School Type: Traditional Continuation Charter Alt Ed Community Day Spec Ed Graduate/Prof. Exam
Permit Type: Regular Vacation Restricted Program Type: Traditional WEE ROC/P Independent Study
Evidence of Age: District Census Birth Cert Perm DL/ID Passport Military ID
Career Cluster: Ag Auto Bus Food Service Home Econ Indus Print Arts Public Service
Denial Date: Attendance Grades Admin HRO/FLSA
Date Received: Date Issued: Signature of Verifying Authority

# General Summary of Minors' Work Regulations

- If federal laws, state laws and school district policies conflict, the more restrictive law (that which is 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 open at all times for inspection by sanctioned authorities.
- 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.

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

1. Explosives
2. Motor vehicle driving/outside helper
3. Coal mining
4. Logging and saw milling
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
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, which exclude baking, manufacturing, processing, construction, warehouse, and transportation occupations.
- In addition to safety regulations, labor laws applicable to adult employees are also generally applicable 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.
- 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.

## Hours of Work

**16 – 17** When school is in session: Daily maximum 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 36 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 36 hours per week but no more than 8 hours in any one day.

Work must be performed no earlier than 5:00 a.m. nor later than 10:00 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: Daily maximum 3 hours, Monday through Friday. On non-school days may work 8 hours. Weekly maximum 18 hours. Students in Work Experience Education and career exploration programs may work up to 23 hours per week.  
When school not in session: May work up to 36 hours per week but nor more than 8 hours in any one day.

May not work during public school hours except students in Work Experience Education or career exploration programs. Work must be performed no earlier than 7:00 a.m. nor later than 7:00 p.m. any day of the week. From June 1 to Labor Day work hours may be extended to 9:00 p.m.

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

MAXIMUM HOURS MINORS ARE ALLOWED TO WORK WHEN SCHOOL IS IN SESSION					
AGE	MON-THUR	FRI	SAT	SUN	School VACATION / HOLIDAY Periods
<i>Employment is PROHIBITED under Federal Labor Laws (Fair Labor Standards Act)</i>					
Age 12-13					
Age 14-15 18Hrs/Wk Maximum	3 Hrs /Max 7am - 7pm	3 Hrs /Max 7am - 7pm	8 Hrs /Max 7am - 7pm	8 Hrs /Max 7am - 7pm	8 Hrs /Max 7am - 7pm <b>36 Hrs/Wk MAX</b>
Age 16-17 36Hrs/Wk Maximum	4 Hrs/Max 5am - 10pm	8 Hrs/Max 5am - 12:30am	8 Hrs/Max 5am - 12:30am	8 Hrs/Max 5am - 10:00pm	8 Hrs/Max 5am - 12:30am <b>36 Hrs/Wk MAX</b>

Work Experience Work Permits: Maximum Hours Minors Enrolled In WORK EXPERIENCE are ALLOWED to work when school is in session					
AGE	MON-THUR	FRI	SAT	SUN	School VACATION / HOLIDAY Periods
Age 16-17 36Hrs/Wk Maximum	8 Hrs/Max 5am - 12:30am	8 Hrs/Max 5am - 12:30am	8 Hrs/Max 5am - 12:30am	8 Hrs/Max 5am - 12:30am	8 Hrs /Max 5am - 12:30am <b>36 Hrs/Wk MAX</b>
<small>Work Experience students may work until 12:30 a.m. on any day with approval. Students may never work more than 8 hours on one day. Students must have at least one day per week off.</small>					

*(Please Sign Below- Acknowledgment of Information Above)*

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



Academic Intervention & Alt. Prg.  
301 N. Mollison, El Cajon  
619-593-2742

