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Chico Unified School District is pleased to provide our business community with this short summary of Work Permit and Child Labor Laws revised, August 2008:

WORK PERMITS

Applications for work permits are available at each high school in the Chico Unified School District.

1. All minors under 18 years of age, including minors employed by parents, must have a Work Permit.
2. Minors must meet mandatory school attendance laws in order to obtain a Work Permit.
3. Work Permits are required all year, not just when school is in session.
4. Work Permits must be kept on file at the minor's work site. Work Permits state the maximum hours minors may work.
5. Work Permits must be renewed at the start of each new school year or at the time a student obtains a new job.
6. Work Permits are mailed to the employer. It serves as an age certificate and states the maximum hours a minor may work based on their age.
7. Public schools have the legal right to restrict or reduce the type of employment and/or the hours of work, if the schoolwork or health of the minor is being impaired by the employment.
8. Work Permits are not required for minors engaged in the following types of employment:
 - Occasional odd jobs at a private home
 - Sale or delivery of newspapers, if self-employed
 - Self-employment
 - Agricultural or domestic work on property owned, operated, or controlled by the minor's parents

TAX WITHHOLDING AND STATEMENT OF DEDUCTIONS

Employers must furnish each employee a separate or detachable itemized statement of deductions and hours worked at the time wages are paid.

HOURS MINORS ARE ALLOWED TO WORK (CALIFORNIA AND FEDERAL LABOR CODES)

School officials may restrict working hours to fewer than the maximum allowed by State and Federal law. Permits issued by the Chico Unified School District are more restrictive.

A school day is defined as 240 minutes. Students are ***NOT ALLOWED*** to work if they have been absent from their regularly scheduled classes at school. It is the student's responsibility to notify their employer.

With few exceptions, all employees are entitled to one day in seven for rest.

AGES 16-17 SCHOOL IN SESSION AND ENROLLED IN WORK EXPERIENCE EDUCATION OR ROP/CVE PROGRAMS

- Total hours per week: **36**
- Maximum hours per day Monday through Thursday: **6**
- Maximum hours per day Friday through Sunday: **8**
- Hours permitted during the week with parent permission, request by employer, and approval by Work Experience Instructor: **5:00 a.m. to 12:30 a.m.**

AGES 16-17 SCHOOL IN SESSION AND STUDENT NOT ENROLLED IN WORK EXPERIENCE EDUCATION OR ROP/CVE PROGRAM

- Total hours per week: **30**
- Maximum hours per day Monday through Thursday: **4**
- Maximum hours per day Friday through Sunday: **8**
- Hours on school nights: **5:00 a.m. to 10:00 p.m.**
- Hours if **NO** school the next day: **5:00 a.m. to 12:30 a.m.**

AGES 16-17 SUMMER WORK PERMIT

- Total hours per week: **48**
- Maximum hours per day any day of the week: **8**
- Hours on any day of the week: **5:00 a.m. to 12:30 a.m.**

AGES 14-15 SCHOOL IN SESSION

- Total hours per week: **18**
- Maximum hours per day Monday through Friday: **3**
- Maximum hours per day Saturday and Sunday: **8**

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- Hours any day of the week: **7:00 a.m. to 7:00 p.m.**

AGES 14-15 SUMMER WORK PERMIT

- Total hours per week: **40**
- Maximum hours per day any day of the week: **8**
- Hours any day of the week: **7:00 a.m. to 9:00 p.m.**

UNDER AGE 14

Federal and State laws prohibit the issuance of Work Permits except in limited circumstances. Call or email the Department of Industrial Relations for details.

Note: If Federal Labor Codes, California Labor Codes, and California Education Codes conflict, the more restrictive, which is the most protective of the employee, will prevail.

WORKERS' COMPENSATION INSURANCE

Minors must be covered by Workers' Compensation Insurance, including minors employed by parents and minors employed by businesses operating from private residences.

UNIFORMS

Uniforms required by employers shall be provided and maintained by the employer. The term "Uniform" includes apparel and/or accessories of distinctive color or design.

WAGES

- In most cases, minors must be paid California's basic, prevailing, minimum hourly wage
- Employees must be given a paid, 10-minute rest period for each four hours worked, provided the work day is at least five hours long. Employees, who do not receive a rest period, are entitled to one hour's wage at their regular rate of pay.
- Employees must be given a 30-minute, uninterrupted, unpaid meal period, if the workday is six hours or longer. Employees who do not receive a meal period are entitled to one hour's wage at their regular rate of pay.
- Employees who work split shifts are entitled to one extra hour's wage at their regular rate of pay.
- Employees who report to work, who are not given work, and are sent home, are entitled to two hour's wage at their regular rate of pay.
- Employees asked not to clock-in are free to leave. Employees cannot be required to wait without being paid.

QUESTIONS ABOUT LABOR LAWS?

California Labor Laws: Department of Industrial Relations <http://www.dir.ca.gov>

Federal Labor Laws: U.S. Department of Labor <http://www.dol.gov>

Workers' Compensation Insurance: <http://www.dir.ca.gov/dwc>

PROHIBITED EMPLOYMENT

Hazardous Occupations for Minors Under 18 Years of Age:

The Federal government, under the Fair Labor Standards Act (FLSA) has listed 17 hazardous occupations which minors under the age of 18 are prohibited from using or working with in association with their employment.

There are NO exemptions or exceptions!

Minors, under 18 years of age, may NOT be employed to work in the following occupations or with the following tools or machinery:

Excavation Operations—Cannot work in trenches deeper than four feet

Exposure to Radioactive Substances—Includes X-rays

Motor vehicle driving—Minors may not drive on any public highway. This does NOT prohibit a minor from driving on private property (i.e., auto dealer lot).

Power-driven Bakery Machines—Includes dough mixer, cookie, or cracker machine, bread, meat or vegetable slicer

Power-driven Circular Saws, Band Saws, and Guillotine Shears

Power-driven Hoisting Apparatus—Includes automobile hoist, lift truck, fork lift, crane, elevator, derrick, etc.

Power-driven Metal-Forming, Punching and Shearing Machines—Includes rolling machines, pressing or punching machines, bending machines, etc.

Power-driven Paper-Products Machines—Includes paper bailers, box crushers, etc.

Power-driven Woodworking Machines

Roofing Operations

PROHIBITED EMPLOYMENT

Hazardous Occupations for Minors Under 16 Years of Age:

In addition to Federal (FLSA) regulations, the State of California further prohibits minors under the age of 16 from the following occupations:

Minors, under 16 years of age, **may NOT be employed** to work in the following occupations or with the tools or machinery listed:

- In or about a Gas Station dispensing gas or oil; courtesy service; car cleaning, washing and polishing
- In the vicinity of moving machinery
- Selling or serving alcoholic beverages
- Building or construction work of any kind
- Delivering goods from motor vehicles
- Public messenger service
- Operating an auto or truck
- In a pool or billiard room
- In or about moving equipment, aircraft, or vessels
- In the vicinity of explosives
- Selling to passing motorists—newspapers, candy, flowers, or other merchandise or commodities
- Selling door-to-door, unless the following conditions are met:
 - ✓ Minors work in pairs as a team
 - ✓ One adult supervisor for ten or fewer minors
 - ✓ Within sight or sound of supervisor once every 15 minutes
 - ✓ Returned to home or rendezvous point daily
 - ✓ Exception—Does not abridge right of minor to solicit subscriptions or sell newspapers door-to-door when the minor is a regular news carrier of the newspaper and delivers on a regular basis to an established readership.

This is a partial list. Call, email or write the Department of Industrial Relations for complete information.