

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

CDE B1-1 (Rev. 07-10)

A “STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR WORK PERMIT–CERTIFICATE OF AGE” form (CDE 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 | |
| _____ Birth Date | _____ Social Security Number | _____ Grade | _____ Age |
| _____ Home Address | | _____ City | _____ Zip Code |

School Information

| | | | |
|-------------------------|---------------|-----------------------|--|
| _____ School Name | | _____ School Phone | |
| _____ School Address | _____ City | _____ Zip Code | |

To be filled in and signed by employer. (Please review the General Summary of Minors’ Work Regulations on reverse.)

| | | | | | |
|---|--|-------------------------|--|----------------------------|--|
| _____ Business Name or Agency of Placement | | _____ Business Phone | | _____ Supervisor’s Name | |
| _____ Business Address | | _____ City | | _____ Zip Code | |

Describe nature of work to be performed: _____

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.

| | | | | | |
|--|--|-------------------------------|--|---------------|--|
| _____ Employer’s Name (<i>Print First and Last</i>) | | _____ Employer’s Signature | | _____ Date | |
|--|--|-------------------------------|--|---------------|--|

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. I request that a work permit be issued.

| | | | | | |
|--|--|---|--|---------------|--|
| _____ Parent or Legal Guardian’s Name (<i>Print First and Last</i>) | | _____ Parent or Legal Guardian’s Signature | | _____ Date | |
|--|--|---|--|---------------|--|

For authorized work permit issuer use ONLY

Maximum number of hours of employment when school is in session:

| | | | | | | | |
|--|--------------|--------------|--------------|--|--------------|--------------|----------------|
| _____ Mon | _____ Tue | _____ Wed | _____ Thu | _____ Fri | _____ Sat | _____ Sun | _____ Total |
| _____ Proof of Minor’s Age (<i>Evidence Type</i>) | | | | Check Permit Type: <input type="checkbox"/> *Full-time <input type="checkbox"/> **Workability <input type="checkbox"/> Restricted <input type="checkbox"/> General <input type="checkbox"/> ***Work Experience Education, Vocational Education, or Personal Attendant | | | |
| _____ Verifying Authority’s Name and Title (<i>Print</i>) | | | | | | | |
| _____ Verifying Authority’s Signature | | | | | | | |

*EC 49130 | **Permit Type defined by local school | ***Special Education Grant

Copy–District or County Superintendent; Employer; Parent or Legal Guardian

(Over)

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

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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

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

School In Session

| | | |
|---|---|--|
| 4 hours per day on any schoolday (<i>EC 49112; 49116; LC 1391</i>) 8 hours on any non-schoolday or on any day preceding a non-schoolday. (<i>EC 49112; LC 1391</i>) 48 hours per week (<i>LC 1391</i>) WEE students & personal attendants may work more than 4 hours on a schoolday, but never more than 8. (<i>EC 49116; LC 1391, 1392</i>) | 3 hours per schoolday outside of school hours (<i>EC 49112, 49116; LC 1391</i>) 8 hours on any non-schoolday No more than 18 hours per week (<i>EC 49116; LC 1391</i>) WEE students may work during school hours & up to 23 hours per week. (<i>EC 49116; LC 1391</i>) | 2 hours per schoolday and a maximum of 4 hours per week. (<i>EC 49112</i>) |
|---|---|--|

School Not In Session

| | | |
|--|--|--|
| 8 hours per day (<i>LC 1391, 1392</i>) 48 hours per week (<i>LC 1391</i>) | 8 hours per day (<i>LC 1391, 1392</i>) 40 hours per week (<i>LC 1391</i>) | 8 hours per day (<i>LC 1391, 1392</i>) 40 hours per week (<i>LC 1391</i>) |
|--|--|--|

Spread of Hours

| | | |
|--|---|---|
| 5 a.m.–10 p.m. However, until 12:30 a.m. on any evening preceding a non-schoolday (<i>LC 1391</i>) WEE students, with permission, until 12:30 a.m. on any day (<i>LC 1391.1</i>) 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. (<i>LC 1391</i>) | 7 a.m.–7 p.m., except that from June 1 through Labor Day, until 9 p.m. (<i>LC 1391</i>) |
|--|---|---|

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>.

KNOW YOUR RIGHTS!

Congratulations on your new job! You are now a worker, and it's important to know your rights.

General Rights:

- **Wages:** Your boss must pay you correctly and on time. Payment for training time is required.
- **Work Conditions:** You have the right to sick leave, breaks, and a safe workplace.
- **Pay Stub:** Must show hourly wage, hours worked, available paid sick leave, taxes, and other deductions.

Payment Specifics:

- **Minimum Wage:** \$16.00 in 2024 (increases every January 1). Higher in some cities. Special minimum wage for fast-food workers: \$20 per hour.
- **Tips:** Tips do not count toward the minimum wage. Employers cannot take your tips.
- **Show Up Pay:** If sent home early due to not enough work or given less than half of your usual or scheduled hours, you may be entitled to partial payment.
- **Late Checks:** Entitled to additional payment if the check is late. Final paycheck should be given on your last day if fired.

Employee vs. Independent Contractor:

- **Employee:** If your employer sets your wages and hours, you are an employee, not an independent contractor. Some employers try to say their workers are independent contractors, not employees, because it saves them money on payroll taxes. It's illegal to hire anyone under age 18 as an independent contractor.
- **Rights:** Employees have rights to minimum wage, overtime pay, sick leave, and more.

Wage Theft:

- **Illegal:** Not paying you everything you are owed is wage theft.
- **Examples:** Being paid less than promised, working off the clock (after work or during breaks), unauthorized paycheck deductions (besides those required by the government).
 - **Common illegal deductions:** Equipment, Uniforms, Things you accidentally break, Cash register shortages.

Work Hours for Teens:

- **Limits:** Teens cannot legally work too late, too early, or too many hours per day or per week. There are rules for the school year and more flexible rules for the summer. Some school districts may have stricter rules than the general California law

Breaks and Sick Leave:

- **Breaks:** 10-minute paid rest break for every 4 hours worked, and a 30-minute unpaid break for every 5 hours.
- **Sick Leave:** At least five days or 40 hours of paid sick leave per year.
 - Your employer can not punish or fire you for using paid sick leave, and cannot require you to find your own replacement while you are out.

Workplace Safety:

- **Responsibilities:** Employers must provide a safe workplace, training on hazards, and protective equipment.
- **Rights:** You can refuse tasks that could injure or kill you.
- Report problems to Cal/OSHA, the government agency in charge of workplace safety. Your call to Cal/OSHA is confidential and you don't even have to give them your name.

- There are programs to help you if you get hurt on the job, if you become unemployed, disabled or sick and cannot work, or if you need to care for a family member or new baby.

Prohibited Jobs for Teens:

- **Dangerous Jobs**

Including:

- Drive a motor vehicle on public streets as a main part of the job (with some exceptions)
- Drive heavy equipment
- Use powered equipment like a circular saw, box crusher, meat slicer, or bakery machine
- Work in wrecking, demolition, excavation, or roofing, log-ging or a sawmill
- Prepare, serve, or sell alcoholic drinks
- Work where exposed to radiation.

Also, 14- or 15-year-old workers cannot:

- Do any baking
- Cook over an open flame
- Work in dry cleaning or a commercial laundry
- Do building, construction, or manufacturing work
- Load or unload a truck, railroad car, or moving belt.

Union Rights:

- **Joining a Union:** Unions are organizations where workers join forces to improve their working conditions. Through their union, workers negotiate as one with their employer on wages, benefits, health and safety, and other workplace rights. Employees are entitled to work together on common issues, even if they don't have a union. It is illegal for an employer to fire you, cut your hours, give you a worse shift or bad assignment, or punish you in any other way for exercising any of your rights such as refusing to work off the clock, taking paid sick leave, reporting harassment, or insisting on a safe workplace. It is illegal for an employer to call ICE to get back at workers who report workplace violations; employers face high fines for this.
- **Protection:** Employers cannot retaliate against you for exercising your rights.

Getting Help:

- **Resources:** It can be confusing to figure out how to report an employer for violating your rights. Try to find a trusted adult, like a parent, teacher, or school counselor, to help you exercise your rights.
- **More Information:** Scan the QR code or visit laborcenter.berkeley.edu/rights for details and how to make a complaint.



Scan the QR code to learn more
[Laborcenter.berkeley.edu/right](https://laborcenter.berkeley.edu/rights)