

State of California Information on Minors and Employment

Please visit the web site www.dir.ca.gov/dlse/dlse-cl.htm for information and laws governing youth employment in the State of California. There is a downloadable pamphlet from the State of California Department of Industrial Relations that covers definitions of minors along with wages, hours of work allowed, types of employment allowed by age, restricted and prohibited occupations, and penalties for violating these laws.

District Policy Regarding Student Work Permits

Work permits for students who are ages 14-17 (minor) shall be limited to part-time employment as defined by law and district administrative regulations. The district recognizes that part-time jobs can provide students with income, work experience, and enhanced self-esteem. In accordance with law, students must obtain work permits from school authorities before accepting employment. Prior to granting the student a work permit, the district will consider whether the employment opportunity will significantly interfere with the student's schoolwork or jeopardize his/her health. To make the determination, the student's records for grades and attendance may be inspected. Teachers may be conferred with to verify a student's motivation and maturity to maintain academic progress while working. Students granted work permits must demonstrate and maintain satisfactory grades, good attendance and maintain a minimum progress toward meeting the high school graduation requirements prescribed by the district board of trustees. The student's work permit may be revoked if it is determined that the condition of employment is interfering or impairing the student's health or education, or if the student is performing work in violation of law.

A student 16 or 17 years of age who has completed the equivalent of the seventh grade may receive a permit to work outside of school hours for no more than four hours on any day on which the student is required by law to attend school, with the following exceptions:

- The four-hour limit may be exceeded if the student is employed in a school-approved work experience or cooperative vocational education program or in personnel attendance occupations as defined in Industrial Welfare Commission Minimum Wage Order #15.
- A student may receive a permit to work outside of school hours for no more than eight hours on any day on which the student is required by law to attend school and which immediately precedes a nonschool day.

A student 14 or 15 years of age who has completed the equivalent of the seventh grade may receive a permit to work outside of school hours for no more than three hours on any school day and no more than 18 hours in any week. If enrolled in and employed pursuant to a school-supervised and school-administered work experience and career exploration program, a student 14 or 15 years of age may be employed for up to 23 hours a week, any portion of which may occur during school hours.

Validity and Expiration of Work Permits

A minor must obtain a work permit for each job. A work permit is no longer valid when a minor quits or leaves a job. A new work permit application must be filled out for each new job. In addition, all work permits in the state of California expire five days after the opening of school in the fall. This is to ensure that all minors report to school in the fall before continuing to work after summer vacation. Therefore, if a minor obtained a job and work permit in June and still had that same job in September, the work permit would expire. The minor would need to obtain a new work permit for the new school year even though it was for the same continuing job.

Obtain a Work Permit Application in the Campus Career Center

After an employer has agreed to hire a minor, the student obtains a Department of Education work permit form entitled Statement of Intent to Employ Minor and Request for Work Permit. The form may be obtained in the student's campus Career Center. The document must be completed by the minor and the employer and signed by the minor's parent or guardian and the employer. After returning the completed and signed form back to the Career Center, the district may approve the request and issue the work permit.

During the summer school session, work permits will be available from Ms. Johanna Ayon in the Summer School attendance office at Tulare Western High School (687-7308) and will need to be approved and signed by the Summer School principal Ms. Michele Borges. After the summer school session closes and prior to the new school year starting up, work permits may be obtained at the District office (688-2021).