

**WORK PERMITS**

The Governing Board recognizes that many students hold jobs. Part-time jobs can give these students needed supplementary income, valuable work experience, and enhanced self-esteem.

The Board also recognizes that all school-aged persons should acquire an education and that work permit laws exist to prevent outside employment from impairing a student's health and educational progress. Before accepting employment, students must obtain work permits which school authorities have been given the responsibility of issuing.

The school staff and the College and Career Planning Center staff shall issue work permits only as allowed by law and only to the extent that outside employment does not significantly interfere with the student's schoolwork. Students 16 or 17 years of age shall be granted approval to work more than 20 hours a week only when justified by unusual circumstances.

**Approval/Revocation of Work Permits**

1. No work permit shall be issued until the student's parent/guardian has filed a written request for it with the District. (Education Code 49110)
2. To help in determining the extent to which outside employment may be approved, the school staff or the College and Career Planning Center (CCPC) staff may:
  - a. Inspect the student's records for evidence of satisfactory grades and attendance.
  - b. Confer with at least one of the student's teachers to determine whether the student appears to have the time, stamina, motivation and maturity to maintain academic progress while working.
3. The school principal or designee shall revoke a student's work permit whenever it is determined that employment is impairing the student's health or education. (Education Code 49164)

**Permits to Work on Non-School Days**

Students 12 through 17 may receive a permit to work on a regular school holiday, during a regular or specified occasional public school vacation, and when the student is exempt from compulsory school attendance because he/she arrived from another state within ten days before the end of the school term. (Education Code 49111)

**WORK PERMITS (continued)**

1. With the consent of the principal or designee, or another appropriate administrator, a student who is 13 years old and has completed the sixth grade may receive a permit to work for no more than two hours on any given day, up to a maximum of four hours each week, provided that:
  - a. The student has been identified by the District as a potential dropout, and
  - b. The student is participating in an employment program that is conducted on school premises and fosters student appreciation of the importance of education in preparing for future employment and education. (Education Code 49112)
2. No provision of this policy limiting work hours will apply to minors employed to deliver newspapers to consumers.
3. A student 14 or 15 years of age who has completed the seventh grade may receive a permit to work outside of school hours for no more than three hours on any day while school is in session and no more than 18 hours in any week. (Education Code 49112, 49116)

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. (Education Code 49116)

4. A student 16 or 17 years of age who has completed the seventh grade may receive a permit to work outside of school hours for not more than four hours on any day on which the student is required by law to attend school. (Education Code 49112) The following exceptions shall apply:
  - a. The four-hour limit may be exceeded for students 16 or 17 years of age who are 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 #1-74. (Education Code 49116)
  - b. A student 16 or 17 years of age 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, provided it is a day which immediately precedes a non-school day. (Education Code 49112)

**WORK PERMITS** (continued)

- c. A student 16 or 17 years of age may work at an agricultural occupation for up to six hours of any day on which the student is required by law to attend school for four hours or more. (Education Code 49116)

*Legal Reference:*

EDUCATION CODE

48231 Entrance into attendance area within ten school days of end of term

49110-49119 Permits to work

49130-49135 Permits to work full time

49140 -49141 Exceptions

49150.5 Reports not required

49164 Inspection; cancellation or revocation

LABOR CODE

1285-1312 Employment of minors

1391-1399 Working hours for minors

*Management Resources:*

CDE MANAGEMENT ADVISORIES

1016.89 Local work permit policies