

# Non-Entertainment Work Permits

All minors under 18 years of age employed in the State of California must have a permit to work. If a student is working without a work permit, the employer and parent may be fined (California Labor Code 1391C). For a work permit to be issued, the employer must have a current worker's compensation carrier.

\*If you need a Entertainment Work Permit, please contact: [Karson.Davis@Cottonwoodk12.org](mailto:Karson.Davis@Cottonwoodk12.org)

For more information about work permits, please visit the [Frequently Asked Questions page](#) from the CA Department of Education.

## Obtaining a Work Permit

- To obtain a non-entertainment work permit for a minor, families can download a [Statement of Intent to Employ a Minor and Request for Work Permit \(form CDE B1-1\)](#) from the CA Department of Industrial Relations website or get the form from the potential employer.
- All portions of the form need to be signed and completed by the student, parent and employer.
- Students will be required to fill out a [Student Work Permit Survey](#).
- HST must complete Work Permit Survey
- After Verification of the form and both surveys, the high school team will have 4-5 business days to process.
- The High School Department will fill out and sign the bottom portion of form CDE B1-1 and complete form CDE B1-4, which is the actual permit. Both forms will then be returned to the family.

## Requirements

- Student must be passing all classes and in good attendance
- Student must be in regular contact with HST
- Students must receive and acknowledge their [Employee Rights](#) through the [Student Work Permit Survey](#).

## Renewal

Students must apply for a new work permit in each of the following circumstances:

- At the beginning of each school year
- If the student changes jobs
- The location of the job changes

- If the student changes schools (to be valid, the work permit must be issued by the student's current school). Work permits will remain valid through the summer if students are changing school's the following school year.

## **Revoke**

Work permits may be revoked if the student:

- Fails to attend scheduled meetings with his/her Credentialed Teacher on a regular basis
- Fails to maintain consistent contact with his/her Credentialed Teacher
- Falls behind in completion of assigned work, thereby earning less than 85% attendance in a given learning period
- Failing a course
- Uses work hours or obligations as an excuse for missing or repeatedly rescheduling appointments
- Uses work hours or obligations as an excuse for missing other school obligations, such as annual standardized testing

Please be aware that a student's work permit will automatically be revoked when a student withdraws from TCS, either voluntarily or involuntarily.

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## Work Hours for Minors

*Special rules or provisions, which may be important to you, may not be included in these summaries. Where doubt remains, you should consult the Division of Labor Standards Enforcement for details on California laws or the Wage and Hour Division of the U.S. Department of Labor for details on federal laws*

**SUMMARY CHART**

	<b>Ages 16 and 17</b> Must have completed 7 <sup>th</sup> grade to work while school in session. (EC 49112)	<b>Ages 14 and 15</b> Must have completed 7 <sup>th</sup> grade to work while school in session (EC49112)	<b>Ages 12 and 13</b>
<b>SCHOOL IN SESSION*</b>	4 hours per day on any schoolday** [EC 49112, 49116, LC 1391(a)(4)]  8 hours on any non-schoolday or on any day preceding a non-schoolday. [EC 49112, LC 1391(a)(3)]  48 hours per week [LC 1391(a)(3)]  WEE students and personal attendants*** may work more than 4 hours on a schoolday, but never more than 8. [EC 49116, LC 1391(a)(4)(A)]	3 hours per schoolday outside of school hours [EC 49112, 49116; LC 1391(a)(2)]  8 hours on any non-schoolday [LC 1391(a)(1)]  18 hours per week [EC 49116, LC 1391(a)(2)]  WEE students may work during school hours and up to 23 hours per week. [EC 49116, LC 1391(a)(2)]	May be employed only during school holidays and vacations (usually construed to include weekends). May never be employed on any schoolday, either before, during, or after school. [EC 49111]  Daily and weekly work hour maximums while school is in session are not specified in statute, but may not exceed the maximum allowed when school is not in session or the maximum stated on permit. [LC 1391]  Not eligible for WEE programs. [EC 49113]
<b>SCHOOL NOT IN SESSION</b>	8 hours per day [LC 1391(a)(3)]  48 hours per week [LC 1391(a)(3)]	8 hours per day [LC 1391(a)(1)]  40 hours per week [LC 1391(a)(1)]	8 hours per day [LC 1391(a)(1)]  40 hours per week [LC 1391(a)(1)]
<b>SPREAD OF HOURS</b>	5 a.m. – 10 p.m. However, until 12:30 a.m. on any evening preceding a nonschoolday [LC 1391(a)(3)]  WEE students, with permission, until 12:30 a.m. on any day [LC 1391.1]  Messengers: 6 a.m. – 9 p.m. [LC 1297]	7 a.m. – 7 p.m., except that from June 1 through Labor Day, until 9 p.m. [LC 1391(a)(1)]	7 a.m. – 7 p.m., except that from June 1 through Labor Day, until 9 p.m. [LC 1391(a)(1)]

The chart above details some of the regulations regarding work hours for minors. For a full summary of work-hour regulations for minors, including regulations for minors in the entertainment industry, [download the complete document](#) from the California Department of Industrial Relations.