

WORK PERMIT INFORMATION

WORK PERMIT REQUIREMENTS

Generally, no minor under 18 years of age is allowed to work without a Permit to Work.

There are a few exceptions. Work permits are NOT required for:

- Children employed in agricultural work on farms owned or operated by their parents or guardians.
- Newspaper delivery.
- Odd jobs (yard work or babysitting) in private homes where the minor is not regularly employed.
- Self-employment.
- Minors who are high school graduates or who have received a Certificated of Proficiency.

For further information:

Contact the WORK EXPERIENCE COORDINATOR at any high school or the State Labor Commissioner's Office, 21 W. Laurel Drive, Salinas, CA 93906

WHO IS ELIGIBLE FOR A WORK PERMIT

Any person between the ages of 12 and 17 who is enrolled in a public or private school or who has received a special exemption from school attendance is eligible for a work permit. Students who have dropped out or who have been expelled or suspended from school do not qualify for work permits.

The following restrictions on hours of Employment apply to minors:

12-13 year olds

School in session 0 per day/0 per week –Not permitted on schooldays

School not in session..... 8 per day/40 per week

14-15 year olds

School in session 3 per schoolday/8 on any non-schoolday/18 per week

School not in session 8 per day/40 per week

16-17 year olds

School in session 4 per schoolday/8 on any non-schoolday/48 per week

School not in session8 per day/48 per week

HOW TO OBTAIN A WORK PERMIT

There are several steps to this process. First, a minor must find an available job and receive an offer of employment for that job. This is a necessary step because work permits are issued for specific jobs. Then the minor obtains a "Request for Work Permit

and statement of Intent to Employ Minor” from the appropriate school office. After the form is completed by the minor, employer and approved by signature of parent or guardian, it is returned to the same school office for issuing of the actual permit. Employers have a legal requirement to have a valid work permit on file for each employed minor. *Minors who want to do modeling, Theatrical, motion picture, television or other types of entertainment work must obtain a work permit from the State Labor Commissioner. Local School Authorities do not have the authority to issue this type of permit.* Santa Cruz County is served by the State Labor Commissioner’s Office, 21 W. Laurel Drive, Salinas, CA 93906.

WHERE TO GET A WORK PERMIT

Please see the following list for detailed contact information. In general, work permits are issued by the school of attendance during the school year. During summer vacation, please contact the school district directly.

Live Oak School District:

984-1 Bostwick Lane, Live Oak, CA 95062
Shoreline Middle School – (831) 475-6565
Summer: contact the District Office – (831) 475-6333

Pajaro Valley Unified School District:

Aptos Junior High – (831) 688-3234
Cesar E. Chavez Middle School – (831) 761-7699
Lakeview Middle School – (831) 728-6455
Pajaro Middle School – (831) 728-6238
Rolling Hills Middle School – (831) 728-6341
Watsonville High School – (831) 728-6390
Aptos High School - (831) 688-6565
Pajaro Valley High School - (831) 728-8102
Renaissance High School – (831)728-6344
Summer: contact the District Office – (831) 786-2100

San Lorenzo Valley Unified School District:

325 Marion Ave, Ben Lomond, CA 95005
San Lorenzo Middle School (831) 335-4452
San Lorenzo Valley High School (831) 335-4425
Summer: contact the District Office – (831) 336-5194

Santa Cruz City Schools:

405 Old San Jose Road, Soquel, CA 95073
Branciforte Middle School – (831) 429-3883
Mission Hill Middle School – (831) 429-3859
Santa Cruz High School – (831) 429-3960
Soquel High School – (831) 429-3909
Harbor High School – Henry Michel, Asst. Principal (831) 429-3810 x.1060
Summer: contact the District Office at (813) 429-3410

Santa Cruz County Office of Education:

400 Encinal Street, Santa Cruz, CA 95060
831-466-5600

Scotts Valley Unified School District:

5B, 4444 Scotts Valley Dr.,
Scotts Valley, CA 95066
Scotts Valley Middle School –(831) 438-0610
Scotts Valley High School – (831) 439-9555
Summer: contact the District Office- (831) 438-1820

Soquel Union Elementary School District:

620 Monterey Ave., Capitola, CA 95010
New Brighton Middle School – (831) 464-5660
Summer: contact the District Office - (831) 464-5630

RESTRICTIONS ON MINOR EMPLOYMENT

The aim of child labor laws is to help minors gain work experiences that are suitable to their age and level of schooling. Minors are NOT permitted to work in occupations listed below because of potentially hazardous equipment or working conditions:

- explosives
- motor vehicle driving/outside helper
- coal mining & other mining
- logging & saw milling
- power-driven woodworking machines
- radiation exposure
- power-driven hoists/forklifts
- power-driven metal forming punching and shearing machines
- power-driven metal slicing-processing machines and meat slaughtering
- power baking machines
- power-driven paper products, paper baking machines.
- manufacturing brick, tile products
- power saws and shears
- wrecking, demolition
- roofing, and excavation operations

For more information, please see California's Department of Industrial Relations website:

<http://www.dir.ca.gov/dlse/DLSE-CL.htm>

Santa Cruz County Office of Education
400 Encinal Street
Santa Cruz, CA 95060
831-466-5600