

**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 Superintendent or designee shall issue work permits only to the extent that outside employment will not significantly interfere with the student's schoolwork. Approval to work more than 20 hours a week shall be granted only when justified by unusual circumstances, which shall be stated on the work permit.

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 Report

49164 Inspection; cancellation or revocation

LABOR CODE

1285-1312 Employment of minors

1391-1399 Working hours for minors

**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. The extent to which outside employment may be approved shall be determined by the Superintendent or designee, based the student having satisfactory grades and attendance and the student's motivation and maturity to maintain academic progress while working.
3. After issuing a work permit, the Superintendent or designee shall periodically inspect the student's scholastic and attendance records.
4. The Superintendent or designee shall revoke a student's work permit whenever he/she determines that employment is impairing the student's health or education. (Education Code 49164)

**Permits to Work on Nonschool 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)

**Permits to Work on School Days**

1. A student 14 through 17 who has completed 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. (Education Code 49112) The following exceptions shall apply:
  - a. The four-hour limit may be exceeded for employment 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. (Education Code 49116)
  - b. A student 16 or 17 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 nonschool day. (Education Code 49112)
  - c. Students 16 and 17 may work at an agricultural occupation for up to six hours of any day on which they are required by law to attend school for four hours or more. However, no student 14 through 17 may work at an agricultural occupation for more than 20 hours *in any school week* during which the student is required by law to attend school for four hours or more each school day. (Education Code 49116)

**WORK PERMITS** (continued)

2. With the consent of the Superintendent or designee, 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 sponsored by one or more school districts to foster student appreciation of the importance of education in preparing for future employment and education. (Education Code 49112)