



WCCUSD Worker's Permit Procedures

Part I – Request for worker's Permit

- a. Students who request for a worker's permit needs to meet the district's eligible GPA requirement of a 1.6 or above. (If their GPA is lower than the required, they cannot be issued a work permit)
- b. Students who meet the minimum GPA requirement must complete the "Statement of Intent to Employ Minor and Request for Work Permit" form for each job they hold (some students may have more than one job, if so, the student needs to complete two separate forms, one for each employer)
- c. The form needs to be completed by the minor, have the employer signature, job title with duties defined and a parent signature before it can be accepted
- d. Parent does not have to be present for the permit to be processed
- e. Please note that our district cannot process work permits related to Entertainment work. It's a different set of procedures (see attached document before sending students to Sacramento or Oakland)
- f. Minors with GED or High School Graduate: Although work permits is not required by our district, one may be required by any employer so we still have to issue them. The student must bring a copy of their diploma (designee makes a copy and staples that to the application) and they can work up to 40 hrs per week.
- g. Students over 18 years old but still in school has to follow the same rules as minors who apply.

Part II – Processing/Issuing Worker's Permit

- a. Once the form is complete, the student has to get their GPA verified by a counselor
- b. The district will use the "unweighted" GPA (or GPA that will benefit student)
- c. The counselor will verify the student's age and sign the form with blue/black ink
- h. Once the "Statement of Intent to Employ Minor and Request for Work Permit" form is complete, it will go to the *Worker's Permit Designee*
- i. The *Worker's Permit Designee* will verify to make sure the form is complete



WCCUSD Worker's Permit Procedures

- d. They will then complete the "Permit to Employ and Work" form (this form is **yellow**)
- j. The *Worker's Permit Designee* will indicate the hours the student is allocated to work based on their GPA (the max. is 20 hours per week, including Sat-Sun, see chart below for approved hours based on GPA)
- k. The *Worker's Permit Designee* will also make sure that the job duties meet the minor's work regulations (found in back of "Statement of Intent to Employ Minor and Request for Work Permit" form)
- l. Once the "Permit to Employ and Work" yellow form is completed, two copies will be made and the student has to sign both forms in front of the *Worker's Permit Designee*
- m. The *Worker's Permit Designee* must sign both forms using only black or blue ink (if another staff is processing the worker's permit for the designee, the staff has to sign using the *Worker's Permit Designee's name, no signature stamps allowed*)

Part III – Keeping Track of Worker's Permit

- a. Once both the yellow "Permit to Employ and Work" form is signed by the student and *Worker's Permit Designee*, one form will go to the student and the second form will be stapled to the "Statement of Intent to Employ Minor and Request for Work Permit" form
- b. It is highly recommended that a filing system is created to house the issued work permits and an excel sheet is created to keep track of the student's permits
- c. Remember that worker's permits are valid for a whole year, including summer, so students only have to request it once per year

MAXIMUM WORK HOURS ALLOWED IN A 7-DAY WEEK

<u>Unweighted. G.P.A.</u>	<u>Age 16-17</u>	<u>Age 14-15</u>
3.5 & above	20 hours	15 hours
3.0 - 3.4	15 hours	12 hours
2.0 - 2.9	12 hours	10 hours
1.6 - 1.9	10 hours	0 hours
1.5 & below	<u>NO WORK PERMIT WILL BE ISSUED</u>	

For more information about work permits, please visit the California Department of Education website regarding work permits: <http://www.cde.ca.gov/ci/ct/we/wpfaq.asp>