

STATE OF CALIFORNIA DEPARTMENT OF EDUCATION  
**STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR A WORK PERMIT–CERTIFICATE OF AGE**  
 CDE Form B1-1 (Rev. 02-14)

A “STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR A WORK PERMIT–CERTIFICATE OF AGE” form (CDE Form B1-1) shall be completed in accordance with California *Education Code* 49162 and 49163 as notification of intent to employ a minor. This form is also a Certificate of Age pursuant to California *Education Code* 49114.

(Print Information)

**Minor’s Information**

Minor’s Name ( <i>First and Last</i> )	Home/Cell Phone	Grade	
Home Address	City	Zip Code	
Birth Date	Social Security Number	Age	Student’s Signature

**School Information**

<b>Chino High School</b>	<b>909-627-7351</b>	
School Name	School Phone	
<b>5431 Jefferson Ave.</b>	<b>Chino</b>	<b>91710</b>
School Address	City	Zip Code

**To be filled in and signed by parent or legal guardian**

*This minor is being employed at the place of work described with my full knowledge and consent. I hereby certify that to the best of my knowledge and belief, the information herein is correct and true.*

Parent’s Name ( <i>Print First and Last</i> )	Parent’s Signature	Date
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**To be filled in and signed by employer**

Business Name or Agency of Placement	Business Phone	Supervisor’s Name
Business Address	City	Zip Code
Employer’s Maximum Expected Work Hours: _____ hours per day _____ hours per week		
Describe nature of work to be performed: _____		

*In compliance with California labor laws, this employee is covered by workers’ compensation insurance. This business does not discriminate unlawfully on the basis of race, ethnic background, religion, sex, sexual orientation, color, national origin, ancestry, age, physical handicap, or medical condition. I hereby certify that, to the best of my knowledge, the information herein is correct and true.*

Employer’s Name ( <i>Print First and Last</i> )	Employer’s Signature	Date
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For authorized work permit issuer use ONLY								WORK HOURS ON REVERSE SIDE →							
Maximum number of work hours when school is in session:								Maximum number of work hours when school is not in session:							
Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
<b>Aeries</b> <span style="float:right;"><b>GPA</b></span>								<b>Check Permit Type:</b> <input type="checkbox"/> Work Experience Education, Vocational Education, or Personal Attendant <input type="checkbox"/> Full-time <input type="checkbox"/> Restricted <input type="checkbox"/> General <input type="checkbox"/> Workability							
Proof of Minor’s Age ( <i>Evidence Type</i> )															
<b>Martha Martinez, Career Center Technician</b>															
Verifying Authority’s Name and Title ( <i>Print</i> )															
Verifying Authority’s Signature								<b>Summer Work Permit Assistance:</b> CVUSD – District Office (909) 628-1201 x1630 5130 Riverside Dr., Room 20 Chino, CA 91710							

**STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR WORK PERMIT—  
CERTIFICATE OF AGE**

CDE Form B1-1 (Rev. 02-14)

**General Summary of Minors' Work Regulations**

FLSA-Federal Labor Standards Act, CDE-California Department of Education, EC-California *Education Code*, LC-California *Labor Code*, CFR-California Federal Regulations

- **If federal laws, state laws, and school district policies conflict, the more restrictive law (the one most protective of the minor) prevails. (FLSA)**
  - Employers of minors required to attend school must complete a "Statement of Intent to Employ a Minor and Request for Work Permit" (CDE B1-1) for the school attendance for each such minor. (EC 49162)
  - Employers must retain a "Permit to Employ and Work" (CDE B1-4) for each such minor. (EC 49161)
  - Work permits (CDE B1-4) must be retained for three years and be available for inspection by sanctioned authorities at all times. (EC 49164)
  - A work permit (CDE B1-4) must be revoked whenever the issuing authority determines the employment is illegal or is impairing the health or education of the minor. (EC 49164)
  - A day of rest from work is required in every seven days, and shall not exceed six days in seven. (LC 551, 552)
- Minors under the age of 18 may not work in environments declared hazardous or dangerous for young workers, examples listed below: (LC 1294.1 and 1294.5, 29 CFR 570 Subpart E)
1. Explosive exposure
  2. Motor vehicle driving/outside helper
  3. Roofing
  4. Logging and sawmilling
  5. Power-driven woodworking machines
  6. Radiation exposure
  7. Power-driven hoists/forklifts
  8. Power-driven metal forming, punching, and shearing machines
  9. Power saws and shears
  10. Power-driving meat slicing/processing machines

**HOURS OF WORK**

<b>16 &amp; 17 Year Olds</b>	<b>14 &amp; 15 Year Olds</b>	<b>Work Experience Students 16 &amp; 17 Year Olds</b>
Must have completed 7 <sup>th</sup> grade to work while school is in session. (EC 49112)	Must have completed 7 <sup>th</sup> grade to work while school is in session (EC 49112)	Must have completed 7 <sup>th</sup> grade to work while school is in session (EC 49112)

**School In Session**

4 hours per day on any schoolday (EC 49112; 49116; LC 1391)	3 hours per schoolday outside of school hours (EC 49112, 49116; LC 1391)	6 hours per day on any schoolday (District Policy)
8 hours on any non-schoolday or on any day preceding a non-schoolday. (EC 49112; LC 1391)	8 hours on any non-schoolday or on any day preceding a non-schoolday.	8 hours on any non-schoolday or on any day preceding a non-schoolday. (District Policy)
28 hours per week (District Policy)	No more than 18 hours per week (EC 49116; LC 1391)	36 hours per week (District Policy)
		WEE students with Extended Hours Permit may work up to 40 per week (District Policy)

**School Not In Session**

8 hours per day (LC 1391, 1392)	8 hours per day (LC 1391, 1392)	8 hours per day (LC 1391, 1392)
40 hours per week (District Policy)	40 hours per week (LC 1391)	48 hours per week (District Policy)

**Spread of Hours**

5 a.m.–10 p.m. Messengers: 6 a.m.–9 p.m.	7 a.m.–7 p.m., except that from June 1 through Labor Day, until 9 p.m. (LC 1391)	5 a.m. – 10 p.m. However, until 12:30 a.m. on any evening preceding a non-schoolday (LC 1391)
		WEE students with Extended Hours Permit may work until 12:30 a.m. on any day (LC 1391.1)

**For more information** about child labor laws, contact the U.S. Department of Labor at <http://www.dol.gov/>, and the State of California Department of Industrial Relations, Division of Labor Standards Enforcement at <http://www.dir.ca.gov/DLSE/dlse.html>.

CHINO VALLEY UNIFIED SCHOOL DISTRICT  
CHINO HIGH SCHOOL WORK EXPERIENCE

TO: ALL WORK EXPERIENCE STUDENTS, PARENTS, AND EMPLOYERS  
FROM: THE WORK EXPERIENCE COORDINATOR/TEACHER  
SUBJECT: WORK EXPERIENCE ENROLLMENT AND CLASS REQUIREMENTS

The student must be at least 16 years of age and have a local job at the start of the semester to enter the class. The employer must carry Workers Compensation Insurance and pay at least minimum wage for a Work Experience student to work. All of the Work Experience enrollment packet must be completed in its entirety, even if the student is 18 years old. The student is responsible for understanding and meeting all of the classroom requirements and completing them on time.

If the student loses their job they have only two weeks to find new employment or drop the class with their counselor. Notify the Work Experience teacher immediately.

The STATE OF CALIFORNIA has mandated that all students enrolled in Work Experience Class must meet for one (1) classroom period each week. It is important that each student commit to attend one period each week and present the most recent pay stub received from the employer. Because this class is attended only once per week, regular attendance is essential and will be required to pass the class.

You must meet during your assigned period. If the class is missed, the absence must be cleared with the Attendance Office. Late assignments and pay stubs will not be accepted without a note from a parent or guardian.

If you are taking one class of elective credit you need to work no less than 8 hours regularly per week or 144 hours per semester. Two classes of elective credit require no less than 16 hours per week or 288 hours per semester. There is no variable credit. Hours worked will be verified with your pay stubs.

You must have the combination of a passing grade in the class and the appropriate number of hours worked to pass the class.

I have read and understand all the above information and requirements.

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PARENT/GUARDIAN \_\_\_\_\_ DATE \_\_\_\_\_  
SIGNATURE

CHINO VALLEY UNIFIED SCHOOL DISTRICT  
WORK EXPERIENCE EDUCATION PROGRAM  
TRAINING AGREEMENT BETWEEN THE STUDENT, PARENT, EMPLOYER AND SCHOOL

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Place of Employment

STUDENT RESPONSIBILITIES

It shall be the responsibility of the student to:

1. Maintain satisfactory grades, citizenship, and class attendance. Failure to do so can result in reduction or revocation of the work permit.
2. Meet work standards required by the employer.
3. Develop skills of increasing value to the employer.
4. Notify the employer in case of unavoidable absence or delays.
5. Cooperate with the job supervisor.
6. Turn in your pay stub weekly to the work experience teacher in class or as stated by the teacher.
7. Attend on related instruction class per week.
8. The student MAY NOT TERMINATE EMPLOYMENT without first meeting with the work experience teacher first.
9. Enrollment is for the semester.

\_\_\_\_\_  
Signature of the Student

\_\_\_\_\_  
Date

PARENT/GUARDIAN RESPONSIBILITIES

It shall be the responsibility of the parent/guardian to:

1. Cooperate with those administrating the Work Experience Program.
2. Assist and encourage their student to maintain the duties and responsibilities of both education and employment.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

EMPLOYER RESPONSIBILITIES

It shall be the responsibility of the employer to:

1. Instruct the students as to the rules, regulations and the duties of the job.
2. Provide adequate supervision for student and assist with progress on the job.
3. Meet with Work Experience Coordinator quarterly to evaluate the student's job performance.
4. Confer with the Coordinator regarding any pertinent problems.
5. Provide adequate Worker's Compensation Insurance.
6. Observe wage laws, hours worked and safety regulations.
7. Notify Work Experience Coordinator when student is terminated from their job. (909) 627-7351
8. Insure that there is NO DISCRIMINATION based on race, creed, color, sex, national origin, handicap, age, religion or language.

\_\_\_\_\_  
Signature of Employer

\_\_\_\_\_  
Date

SCHOOL RESPONSIBILITIES

It shall be the responsibility of the Work Experience Coordinator to:

1. The Coordinator will make two (2) job visits during the semester.
2. The evaluation of the student will be a joint effort of the Coordinator and the employer.
3. The Work Experience Coordinator will work with the students, teachers, counselors, parents and the employer in solving problems that might arise.
4. Maintain information of federal and/or state labor laws.

\_\_\_\_\_  
Signature of Work Experience Coordinator

\_\_\_\_\_  
Date

Chino Valley Unified School District in compliance with Civil Rights Legislation hereby assert that it does not in any way discriminate on the basis of language, race, color, national origin, ancestry, religion, creed, sex, age or handicap in its employment or education programs or activities.

CHINO HIGH SCHOOL  
WORK EXPERIENCE – GRADING POLICY

18 WEEK SEMESTER

WORK EXPERIENCE HOURS

50 POINTS

FINAL GRADE 100 POINTS

One class 5 credits  
(144 hours per semester)

A = 90 – 100  
B= 80 – 89  
C= 70 – 79  
D= 60 – 69  
F= 0 – 59

Two classes 10 credits  
(288 hours per semester)

ATTENDANCE

18 WEEKS

25 POINTS

ABSENCES

GRADE

POINTS

0 – 1	A	25
2	B	19
3	C	13
4 – 5	D	7
6	F	0

CLASS WORK AND HOME WORK

25 POINTS

- (12) Assignments per semester
- (11) Are worth 2 points each
- (1) Is worth 3 points

ATTENTION: PLEASE READ AND INITIAL

PARENT

STUDENT

You must have ALL of your hours or YOU WILL FAIL THE CLASS regardless of your attendance and homework.

\_\_\_\_\_

6 absences and YOU WILL FAIL THE CLASS regardless of homework assignments and work experience hours.

\_\_\_\_\_

Absences can only be made up with EXTRA HOMEWORK ASSIGNMENTS if all other homework assignments are turned in prior to (12).

\_\_\_\_\_

Do not loan or alter passes. YOU WILL FAIL AND/OR BE DROPPED FROM THE CLASS at any time during the semester.

\_\_\_\_\_

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

Any questions, call Mr. Hinkle at Chino High School. (909) 627-7351 x3352

CHINO VALLEY UNIFIED SCHOOL DISTRICT  
WORK EXPERIENCE EDUCATION PROGRAM

SCHOOL-EMPLOYER-PARENT OR GUARDIAN AGREEMENT FOR EMPLOYMENT OF WORK  
EXPERIENCE EDUCATION STUDENTS

EXTENDED HOURS PERMIT

STUDENT \_\_\_\_\_ BIRTHDATE \_\_\_\_\_  
Name (please print)

SCHOOL **CHINO HIGH SCHOOL – 5431 Jefferson Ave., Chino, CA 91710**

EMPLOYER \_\_\_\_\_  
Company Name (please print)

ADDRESS \_\_\_\_\_  
ZIP \_\_\_\_\_

PHONE \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Area code

\* \* \* \*

The above-named minor may be employed to work between the hours of 10:00 p.m. and 12:30 a.m. daily. This is by special agreement with the school district Work Experience Education Program, the student's employer, and parent or guardian. (LABOR CODE 1391.1)

The agreement may be terminated by any of the signers if working extended hours is detrimental to the health, education, or welfare of the involved student. Notification of termination of the extended hours permit must be given to all parties.

Students working between 10:00 p.m. and 12:30 a.m. will be paid at the regular adult minimum wage paid in the establishment.

\_\_\_\_\_  
Employer's Signature Date

\_\_\_\_\_  
Work Experience Coordinator's Signature Date

\_\_\_\_\_  
Parent/Guardian Signature Date

Chino Valley Unified School District, in compliance with Civil Right Legislation, hereby asserts that it does not discriminate on the basis of race, color, national origin, ancestry, religion, creed, sex, age, or handicap in its employment or educational programs or activities.