

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 20, 2015

To: Secondary School Principals

Subject: WORK PERMIT SIGNERS

Department and/or Persons Concerned: Principals, Counselors, and Persons Designated to Sign Work Permit Applications

Due Date: September 11, 2015

Reference: Education Code, Fair Labor Standards Act and Child Labor Laws

Action Requested: Complete attached form and return to:
Kathy Parker, Work Permit Technician
Work Permit Office
Revere Center, Room 3

Brief Explanation:

California Education Code requires employers to have a work permit for each person under the age of 18 years working at their place of business. This regulation helps ensure the safety and well-being of the working minor. School districts issue work permits to make sure that employers of minors act within compliance of child labor laws and regulations and that the education of the minors is not being impaired by employment.

Secondary principals are asked to designate a member of their staff, and an alternate, to be the contact to sign and issue temporary work permits for students at their school site as part of their regular assignment (i.e., site registrar and/or counseling secretary). The person(s) designated should be employed full-time and be in a position to monitor the students' academic performance and attendance. By having a signer at each site, students may obtain temporary work permits in a timely manner and not jeopardize their employment.

A training on basic child labor laws and regulations and work permit application procedures has been scheduled for new designated signers. **There will be five (5) training opportunities: 1:30 pm to 3:00 pm on September 2, 3, 10, 14 and 17, 2015.** The training sessions will be held at Revere Center, Room 3. New signers are asked to choose and indicate which training session they will be attending. The attached signature sheet has space for each signer to indicate the training date that best suits his/her needs. New signers should attend the training before signing any work permit applications.

Please complete the attached form with the signature(s) of your site's designated work permit signer(s) and return it by September 11, 2015 to Kathy Parker, Work Permit Office, Revere Center, Room 3. Questions about work permits should be referred to (858) 627-7355.

NOTE: All current work permits expire on September 15, 2015. Your site may experience a number of student requests for new work permits in the coming weeks. By designating your site's signer(s) now, your site will be able to assist these working students in obtaining new permits in a timely manner.

If you have any questions regarding labor laws or work permits for minors, please call Kathy Parker, Work Permit Technician, at (858) 627-7355 for clarification.

Al Love
Director
Office of College, Career & Technical Education

APPROVED:



Cheryl Hibbeln
Executive Director
Office of Secondary Schools

CH:AL
kp

Attachment: Signature Designee(s) for Work Permits, 2015-16

Distribution: Lists B, E, and F

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of College, Career & Technical Education

SIGNATURE DESIGNEE FOR WORK PERMITS
2015 - 2016

The following person(s) has/have been designated to sign work permit applications at my site:

Signature

Please print or type name

Title

Training Date

Signature

Please print or type name

Title

Training Date

Approved by: _____
Principal's Signature

Date

School

* * *

Return by September 11, 2015 via school mail to:

Kathy Parker
Work Permit Technician
Revere Center, Room 3
Phone: 858-627-7355/Fax: 858-627-7361