



In order to apply for a work permit, a BayTech student must submit the attached form to the BayTech Office at 8251 Fontaine St. Oakland, CA 94605 or via email to info@baytechschool.org. The document must be printed or scanned and emailed. A photo copy of the form will not be accepted. If you have further questions, please call the BayTech office at (510) 382-9932

BayTech will process work permits during the period of school closures, however due to the current state of the COVID-19 pandemic, Bay Area Technology School requires employers to complete a Covid Amendment, which certifies compliance with the Essential Services and Hygiene Requirements defined by the Alameda County Public Health Department.

In order to apply for a work permit, the following documents must be completed and submitted:

- ❑ STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR A WORK PERMIT - CERTIFICATE OF AGE - **to be completed by Student, Parent/Guardian and Employer**
 1. **Student:** The student must complete the “Minor’s Information” section of the “ with the following information:
 - a. Minor’s First & Last Name
 - b. Home/Cell Phone Number
 - c. Grade
 - d. Home Address (including City & Zip Code)
 - e. Birthdate
 - f. Social Security Number
 - g. Age
 2. **Parent/Guardian:** A parent or guardian will need to complete the “To be filled in and signed by parent or legal guardian” section with the following information:
 - a. Parent’s First & Last Name
 - b. Parent Signature
 3. **Employer:** The potential employer will need to complete the “To be filled in and signed by employer” section with the following information:
 - a. Business Name or Agency of Placement
 - b. Business Phone
 - c. Supervisor’s Name
 - d. Business Address (including City & Zip Code)
- ❑ SHELTER-IN-PLACE WORK PERMIT EMPLOYER AMENDMENT - **to be completed by the employer**

The BayTech Office reviews the completed forms and, if appropriate, routes to the school staff person listed above. School staff review and process applications, after which they email the completed work permit to the student’s email address. The student keeps an electronic copy of the work permit, and forwards a copy to the employer’s email address, so that the employer can also keep a copy of the work permit.

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 (First and Last) Home/Cell Phone Grade

Home Address City Zip Code

Birth Date Social Security Number Age Student's Signature

School Information

School Name School Phone

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 (Print First and Last) Parent's Signature Date

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 (Print First and Last) Employer's Signature Date

For authorized work permit issuer use ONLY

| | |
|--|---|
| Maximum number of work hours when school is in session: _____ | Maximum number of work hours when school is not in session: _____ |
| Proof of Minor's Age (Evidence Type) _____ | Check Permit Type: <input type="checkbox"/> Full-time <input type="checkbox"/> Restricted <input type="checkbox"/> General <input type="checkbox"/> Work Experience Education, Vocational Education, or Personal Attendant <input type="checkbox"/> Workability |
| Verifying Authority's Name and Title (Print) _____ | |
| Verifying Authority's Signature _____ | |

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>.

Student Email: _____

Parent Email: _____

Employer Email: _____

Covid-19 Shelter-in-Place Work Permit
Employer Amendment
To be completed by the Employer

Part One:

Employer's maximum expected work hours (number per day, number per week) - Note that, although schools are not physically open, they are still in session for purposes of work hour limits. (See page 4 for additional information.)

How many **hours per day** will you expect this student to work?

How many **days per week** will you expect this student to work?

Part Two:

Describe the nature of work to be performed, including job duties and the department that the student will be in.

Answer:

Part Three:

Select one of the following:

Part Four:

Work permits will only be approved for businesses that meet the current Alameda County Public Health guidelines. These guidelines can be found here: <http://www.acphd.org/2019-ncov/shelter-in-place.aspx>:

Indicate here which sector from the guidelines your business falls under:

Part Five:

Does your business follow the Alameda County Public Health additional hygiene requirements?

Describe measures taken to ensure employee safety:

Additional comments:

Describe the procedures, practices, and/or protocols that the employer has adopted and implemented to ensure that all employees and customers maintain 6-feet of distance from one another.

Answer:

I, _____, at _____ certify the information contained in the **Covid-19 Shelter-in-Place Work Permit Employer Amendment** to be true and accurate.

Special rules or provisions, which may be important to you, may not be included in these summaries. Where doubt remains, you should consult the Division of Labor Standards Enforcement for details on California laws or the Wage and Hour Division of the U.S. Department of Labor for details on federal laws

SUMMARY CHART

| | Ages 16 and 17 Must have completed 7th grade to work while school in session. (EC 49112) | Ages 14 and 15 Must have completed 7 th grade to work while school in session (EC49112) | Ages 12 and 13 |
|------------------------------|---|---|--|
| SCHOOL IN SESSION* | 4 hours per day on any schoolday** [EC 49112, 49116, LC 1391(a)(4)] 8 hours on any non-schoolday or on any day preceding a non-schoolday. [EC 49112, LC 1391(a)(3)] 48 hours per week [LC 1391(a)(3)] WEE students and personal attendants*** may work more than 4 hours on a schoolday, but never more than 8. [EC 49116, LC 1391(a)(4)(A)] | 3 hours per schoolday outside of school hours [EC 49112, 49116; LC 1391(a)(2)] 8 hours on any non-schoolday [LC 1391(a)(1)] 18 hours per week [EC 49116, LC 1391(a)(2)] WEE students may work during school hours and up to 23 hours per week. [EC 49116, LC 1391(a)(2)] | May be employed only during school holidays and vacations (usually construed to include weekends). May never be employed on any schoolday, either before, during, or after school. [EC 49111] Daily and weekly work hour maximums while school is in session are not specified in statute, but may not exceed the maximum allowed when school is not in session or the maximum stated on permit. [LC 1391] Not eligible for WEE programs. [EC 49113] |
| SCHOOL NOT IN SESSION | 8 hours per day [LC 1391(a)(3)] 48 hours per week [LC 1391(a)(3)] | 8 hours per day [LC 1391(a)(1)] 40 hours per week [LC 1391(a)(1)] | 8 hours per day [LC 1391(a)(1)] 40 hours per week [LC 1391(a)(1)] |
| SPREAD OF HOURS | 5 a.m. – 10 p.m. However, until 12:30 a.m. on any evening preceding a nonschoolday [LC 1391(a)(3)] WEE students, with permission, until 12:30 a.m. on any day [LC 1391.1] Messengers: 6 a.m. – 9 p.m. [LC 1297] | 7 a.m. – 7 p.m., except that from June 1 through Labor Day, until 9 p.m. [LC 1391(a)(1)] | 7 a.m. – 7 p.m., except that from June 1 through Labor Day, until 9 p.m. [LC 1391(a)(1)] |

STATUTE

PENALTY

EC 49111, 49112, 49116

Misdemeanor. Fine, imprisonment, or both. EC 49182]

LC 1297

Misdemeanor. Fine, imprisonment, or both [LC 1303]

LC 1391

Fine, imprisonment, or both. [LC 1391(c)]

Third and subsequent violations, Class A, violation, fine \$5,000 - \$10,000 [LC 1288] Misdemeanor [LC1303]

\$5,000 - \$10,000. [LC 1288] Misdemeanor.[1303]

LC 1392

Class A violation \$5,000 - \$10,000. [LC1288] (Minor must be a ward or apprentice.) Misdemeanor [LC 1392]

Permits shall be subject to cancellation by school officials or the Labor Commissioner if the conditions for the legal issuance of the permit or certificate of age do not exist or did not exist at the time the permit or certificate was issued. A permit to work shall be revoked by the issuing authority when he is satisfied that the employment of the minor is impairing the health or education of the minor, or that any provision or condition of the permit is being violated, or that the minor is performing work in violation of any provision of law. [LC 1300; EC 49164]

With few exceptions, all employees are entitled to one day's rest in seven. [LC 551, 552] Days of rest may be accumulated, provided, that in each calendar month the employee receives the equivalent of one day's rest in seven. [LC 554] A violation of Sections 551, 55 and/or 554 is a misdemeanor. [LC 553] School attendance is not considered work time.

*Statutes governing work hours for 14- and 15-year-olds use the phrase, "while school is in session", for the three-hour day, 18-hour week. California provides no precise definition of this phrase. However, the phrase is also used in federal regulations from which California's standard is derived. [29 CFR 570.35(a)] The U.S. Department of Labor considers the phrase "when school is in session" to mean the scheduled schooldays of the public school system in the county where the minor resides. A school week under federal standards is any week during which school is in session for at least one day. Thus, school is considered in session during any week that has at least one scheduled schoolday. Since the school session is derived from the schedule for the county's public schools, school may be considered in session for a minor who attends a private school that is closed during the summer if the public schools are in session at that same time.

**A "schoolday" is any day that the minor is required to attend school for 240 minutes or more. [LC 1391(b)]

***"Personal attendant" is defined in IWC Order 15-2001, Section 2(J). Also see "Household Occupations" in Chapter 7 of this booklet.