

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 19, 2013

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 9, 2013

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

Action Requested: Complete attached form and return to:
Kathy Parker, Work Permit Technician
Office of College, Career & Technical Education
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 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.

If your site is offering Work Experience Education (WEE) or paid internships through ROP, these teachers may be designated as one of your site's signers. This will assist these teachers in collecting all required documentation for enrollment in their particular programs.

An in-service on basic child labor laws and regulations and work permit application procedures has been scheduled for new designated signers. **There will be five (5) in-service opportunities: 1:30pm to 3:00pm on August 27 and 29, and September 5, 9 and 11, 2013.** The in-service sessions will be held at Revere Center, Room 2. New signers are asked to choose which in-service session they will be attending. The attached signature sheet has space for each signer to indicate the in-service date that best suits his/her needs.

Please complete the attached form with the signature(s) of your site's designated work permit signer(s) and return it by September 9, 2013 to Kathy Parker, Office of College, Career & Technical Education, Revere Center, Room 3. Questions about work permits should be referred to (858) 627-7355.

NOTE: All current work permits expire on September 10, 2013. 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.

S.T. Loescher
Director
Office of College, Career & Technical Education

APPROVED:



Teresa Walter
Executive Director
Office of Teaching and Learning

NM:SL
kp

Attachment: Signature Designee(s) for Work Permits, 2013 - 2014

Distribution: Lists B, E, and F

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

**SIGNATURE DESIGNEE FOR WORK PERMITS
2013 - 2014**

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

Signature

Please print or type name

Title

In-Service Date

Signature

Please print or type name

Title

In-Service Date

Approved by: _____
Principal's Signature

Date

School

* * * *

Return by September 9, 2013 via school mail to:

**Kathy Parker
Work Permit Technician
Office of College, Career & Technical Education
Revere Center, Room 3
Phone: 858-627-7355/Fax: 858-627-7361**