

# Work Permits

All minors under age 18 (unless a high school graduate or equivalent), including minors employed by parents, (Ed. C. 49141) must have a work permit. Applications are available at each school and the Modesto City Schools District Office. All Work Permits expire five (5) days after school starts and must be re-issued at the start of each school year or at the time the student obtains a new job. Work Permits are required all year, not just when school is in session. It serves as an age certificate and states the maximum hours a minor may work based on their age (Ed. C. 49160). Call for information.

# Wages (I.W.C. Orders)



**\$** In most cases, minors must be paid minimum wage.

**\$** If a student works a split shift, they must be paid one extra hour at the minimum wage.

**\$** If a student reports to work, but is not given work and is sent home, that employee is owed a minimum of two hours pay for their time and trouble. If employees are asked not to clock in, they must be free to leave and cannot be required to wait without being paid, as they are under your direction and control.

# Tax Withholding & Deductions

All employers must furnish each employee, at the time wages are paid, a separate or detachable itemized statement of deduction.

(L.C. 226, 226.2) (IRS Circular E-Employers Guide)

For more information on California or Federal Laws and Minors Contact:

## California Labor Laws

Department of Industrial Relations Field Office  
31 E. Channel Street, Room 318  
Stockton, CA 95202 (209) 948-7771

## Federal Labor Laws

FLSA—U.S. Department of Labor Field Office  
2981 Fulton Avenue  
Sacramento, CA 95821 (916) 979-2040

## Workers' Compensation

State Workers' Compensation Insurance  
3247 W. March Lane  
Stockton, CA 95219 (209) 476-2600

## Work Permits (School Not in Session)

Modesto City Schools Pearson Education Center  
500 Locust St. Modesto, CA 95351  
(209) 492-5128

## Fred Beyer High School

Kristy White (209) 492-5135

## Grace Davis High School

Galen Wildeman (209) 492-2071

## Thomas Downey High School

Tony Ippolito (209) 492-4207

## James Enochs High School

Jimme Sevick (209) 492-6443

## Joseph Gregori High School

Robert Steves (209) 492-6593

## Peter Johansen High School

Lisa Lodi (209) 492-4291

## Modesto High School

Todd Dahlen 574-1776 ex 72517

## Robert Elliott Alternative Education Center

Kristen O'Brien (209) 492-6817

Modesto City Schools



**WORK EXPERIENCE**



**Laws and Regulations**



Get more than just an education  
prepare for the future!

## Hours Minors are Allowed to Work

(California & Federal Labor Codes)



### Under Age 12

Prohibited except for entertainment industry

### Ages 12—13

Prohibited in firms subject to Federal FLSA  
Exceptions, call for further information

### Ages 14—15 (School in Session)

3 Hours Max. per day / 18 Hours per week  
7 a.m.—7 p.m.

### Ages 14—15 (Summer)

8 Hours Max. per day / 40 Hours per week  
7 a.m.—9 p.m.

### Ages 16—17 (School in Session)

4 Hours Max. per day / Monday—Thursday  
8 Hours Max. per day / Friday—Sunday  
20 Hours Total per week (MCS Limit)  
5 a.m.—10 p.m.  
5 a.m.—12:30 a.m. if no school the next day

### Ages 16—17 (Summer)

8 Hours Max. per day/40 hours per week  
5 a.m.—12:30 a.m.

### Ages 16—17 (School in Session)

(Enrolled in Work Experience or a Cooperative Career Education Program)

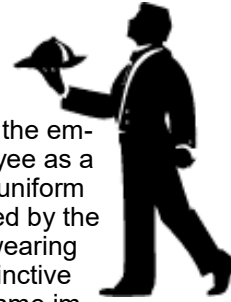
6 Hours Max. per day/Monday—Thursday  
8 Hours Max. per day/Friday—Sunday  
40 Hours Total per week / 5 a.m.—10 p.m.  
(12:30 a.m. on days preceding a non-school day)

**Exceptions:** Work Experience enrollees may work until 12:30 a.m. on any day with written permission of parent and school Work Experience teacher on required form submitted with minor's application for Work Permit (L.C. 1391.1)

## Uniforms

(I.W.C. Orders)

When uniforms are required by the employer to be worn by the employee as a condition of employment, such uniform shall be provided and maintained by the employer. "Uniform" includes wearing apparel and accessories of distinctive design or color (i.e. company name imprinted hats, shirts, etc.)



### Prohibited Employment Hazardous Occupations for Minors FEDERAL LAW

The Federal Government under the Fair Labor Standards Act. (FLSA) has listed 17 hazardous occupations which minors UNDER THE AGE OF 18 are prohibited from working in any capacity. There are no exemptions or exceptions!!! This is a partial list. For a complete listing contact the U.S. Department of Labor.

- \* Serving Alcoholic Beverages
- \* Motor Vehicle Driving—Minors may not drive on any public highway. This does NOT prohibit a minor from driving on private property (i.e. auto car dealer lot)
- \* Power-Driven Woodworking Machines
- \* Exposure to Radioactive Substances-X-Rays
- \* Power-Driven Hoisting Apparatus—automobile hoist, lift truck, fork lift, elevator, crane, derrick
- \* Power-Driven Bakery Machines—dough sheeter, bread, meat or vegetable slicer, dough mixer
- \* Power-Driven Paper Products machines—paper bailers, box crushers
- \* Power-Driven Circular Saws/Band Saws/Guillotine Shears
- \* Roofing Operations
- \* Excavation Operations—cannot work in trenches deeper than 4 feet
- \* Explosives Manufacturing Occupations
- \* Mining Operations
- \* Logging and Sawmilling Operations
- \* Occupations in Slaughtering, Meat Packing and Rendering Plants
- \* Brick, Tile and Kindred Products Manufacturing
- \* Wrecking, Demolition and Ship-Breaking Operations

## Workers' Compensation Insurance



All minors must be covered by Workers' Compensation including minors employed by parents and minors employed by businesses operating from a private residence.

**Note:** Private homeowners insurance only provides Workers' compensation coverage for employees performing domestic work, not work performed for your business (L.C. 3700). Call State Workers' Compensation Fund for information at (209) 476-2600



### Prohibited Employment Hazardous Occupations for Minors CALIFORNIA LAW

In addition to Federal (FLSA) regulations the State of California further prohibits minors UNDER THE AGE OF 16 from the following occupations. This is a partial list. For a complete list contact the Dept. of Industrial Relations.

- \* Selling or Serving Alcoholic Beverages
- \* Public Messenger Service
- \* In Hazardous Occupations
- \* In all building or construction work of any kind
- \* Motor Vehicle Occupations or serve as helpers on such vehicles
- \* Cooking / Baking
- \* In a Pool or Billiard Room
- \* In Delivery from a Motor Vehicle
- \* In the Vicinity of Moving Machinery
- \* In the Vicinity of Explosives
- \* In or about Moving Equipment, Aircraft, Vessels
- \* In or about Gasoline Service Stations
- \* In Selling to Passing motorists—newspapers, candy, flowers, or other merchandise / commodities (C.A.C. 11707)
- \* All occupations in warehouses except office and clerical work
- \* In Door-to-Door Selling—candy, cookies, flowers, newspaper/magazine subscriptions, or other merchandise/commodities unless these conditions are met: (C.A.C. 11706)
  1. Minors work in pairs as a team
  2. One adult supervisor for ten or fewer minors
  3. Within sight or sound of supervisor every 15 minutes
  4. Returned to home or rendezvous point daily