

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: December 15, 2016

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: January 13, 2017

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

Action Requested: Complete attached form and return to:
Dawn Marino, 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 one 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.

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 January 23, 24, 25, 26 and 27, 2017.** The training sessions will be held at the 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 January 13, 2017 to Dawn Marino, Work Permit Office, Revere Center, Room #3. Questions about work permits should be referred to (858) 627-7355.

NOTE: Your site may experience a number of student requests for seasonal 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 Dawn Marino, 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
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Attachments (2)

Distribution: Lists B, E, and F



2016-2017 SIGNATURE OF DESIGNEE FOR WORK PERMITS

The following staff members have been trained and authorized by CCTE to sign work permit applications:
(There should be one main signer and an alternate for each site.)

Signature

Please print or type name

Title

Training Date

Signature

Please print or type name

Title

Training Date

Approved by: _____
Principal's Name

Principal's Signature

School

RETURN BY JANUARY 13, 2017 VIA SCHOOL MAIL TO:

**Dawn Marino
Work Permit Technician
Revere Center, Room #3
Phone: (858) 627-7355 Fax: (858) 627-7361**



TRAINING SESSIONS

FOR NEW EMPLOYEES/NEWLY DESIGNATED WORK PERMIT SIGNERS

The following staff members are in need of training so they may be authorized to sign work permit applications for the students at my site:

Staff member's name

School Site

Training Date Selected

1:30 – 3:00 pm @ Revere Center, Room #3
Time/Location

Staff member's name

School Site

Training Date Selected

1:30 – 3:00 pm @ Revere Center, Room #3
Time/Location

Training sessions will be held on **JANUARY 23, 24, 25, 26, and 27, 2017** from 1:30 pm to 3:00 pm at the Revere Center, Room #3. If you have questions please call Dawn Marino at (858) 627-7355 or email dmarino@sandi.net for assistance.

RETURN BY JANUARY 13, 2017 VIA SCHOOL MAIL TO:

**Dawn Marino
Work Permit Technician
Revere Center, Room #3
Phone: (858) 627-7355 Fax: (858) 627-7361**