

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: July 18, 2018

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:

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

Action Requested: Complete attached form and return to:
Dawn Marino, Work Permit Technician
IMC – Building E

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 applications and issue temporary work permits for students at their school site as part of their regular assignment (i.e., site registrar, counseling secretary, head counselor). 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/regulations and work permit application procedures has been scheduled for new designated signers. **There will be three (3) training opportunities: 1:30 pm to 3:30 pm on either September 14, 21, or 28.** The training sessions will be held at IMC – Building E. 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 must 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 07, 2018** to Dawn Marino, Work Permit Office, IMC – Building E.

NOTE: Your site may experience a large number of student requests for work permit renewals and seasonal work permits issued for Thanksgiving Break. By designating your site's signer(s) now, your site will be able to assist these working students in renewing or obtaining a new permit in a timely manner.

If you have any questions regarding work permits for minors, please call Dawn Marino, Work Permit Technician, at (858) 503-1750 for clarification.

Al Love
Director
Office of College, Career & Technical Education

APPROVED:



Cheryl Hibbeln
Executive Director
Office of School Innovation and Integrated Youth Services

CH:AL
dm

Attachment: Signature Designee(s) for Work Permits, 2018-2019

Distribution: Lists B, E, and F



SIGNATURE OF DESIGNATED WORK PERMIT SIGNERS 2018-2019

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

#1.) _____
Please print or type name _____
Signature _____

Title _____
Date you received training _____

Email address _____
Phone Number w/extension _____

#2.) _____
Please print or type name _____
Signature _____

Title _____
Date you received training _____

Email address _____
Phone Number w/extension _____

APPROVED BY: _____
Principal's Name _____
Principal's Signature _____

School

RETURN BY SEPTEMBER 7, 2018 TO:

**Dawn Marino, Work Permit Technician
IMC – Building E
Fax: (858) 496-8129**



TRAINING SESSIONS

FOR NEWLY DESIGNATED WORK PERMIT SIGNERS

2018-2019

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. Each site will have one main signer & one alternate signer.

#1.) _____
Staff member's name School Site

Training Date Selected

1:30 – 3:30 pm @ IMC – Building E

Time/Location

#2.) _____
Staff member's name School Site

Training Date Selected

1:30 – 3:30 pm @ IMC – Building E

Time/Location

Training sessions will be held **FRIDAY, SEPTEMBER 14, 21, 28** from 1:30 pm to 3:30 pm at IMC in Building E. If you have questions please call Dawn Marino at (858) 627-7355 or email dmarino@sandi.net for assistance.

RETURN BY SEPTEMBER 7, 2018 TO:

Dawn Marino, Work Permit Technician
IMC – Building E
Fax: (858) 496-8129