



BIG SPRING SCHOOL DISTRICT

WORK PERMIT APPLICATION

PROCEDURES

Spring 2013

Changes to the Child Labor Law took effect on January 22, 2013. As a result, the roles and responsibilities of state agencies, issuing officers, enforcement officers, employers, parents/guardians and minors have changed significantly as a result of the new laws. Superintendents and others in authority within Pennsylvania public schools must pay special attention to their new and expanded responsibilities under the law.

The Application for a Work Permit and the Work Permit forms that are to be utilized by issuing officers in all public school districts are new. Please notice that the back of the Application for Work Permit is intentionally blank. The Work Permit, by law, must be wallet size. Both forms are located in the High School office. Samples of the forms can be located on the Big Spring School District website under Big Spring High School / Parent and Student Resources.

The following is a brief summary of the major changes to Pennsylvania's Child Labor Law that impact school districts.

Under the new Child Labor Law . . .

. . . minors who currently possess a valid work permit may continue to utilize that permit to work. Minors, who possess a vacation certificate and desire to work for another employer, may obtain a new work permit from the issuing officer in their school district. All minors who possess either an old or new work permit must follow the new rules regarding employment.

. . . requests for work permits involving theatrical and other similar performances will continue to be processed by the Pennsylvania Department of Labor and Industry. These minors will need verification signed by the principal of the school attended by the minor or the issuing officer of the minor's school district. This statement is to verify that the performances and rehearsals will not interfere with the educational instruction or school progress.

. . . an issuing officer can be a district superintendent or a supervising principal of a public school district. The above officials may authorize, in writing other individuals to issue work permits.

. . . neither the employer nor a physician need to sign an application for a work permit. The new law does require that an applicant's parent or legal guardian sign the application for a work permit. In lieu of a signature by a parent or legal guardian, the applicant can sign a statement before a notary public attesting to the accuracy of facts in the application on a form prescribed by the Pennsylvania Department of Labor and Industry. The statement must be attached to the application. This requirement does not apply if the applicant can show official proof of high school graduation.

. . . there will only be one work permit rather than three. The new permit will apply to all minors age 14 through 17 and can be used for more than one employer. The permit will certify that the holder personally appeared before the issuing officer, that all papers required by law have been examined and approved and that all requirements for issuance have been fulfilled.

. . . minors who can demonstrate official proof of high school graduation do not have to appear before the issuing officer.

. . . an issuing officer cannot issue a work permit until they have examined and verified the following papers which verify age: an official document of the commonwealth, an attested transcript of a birth certificate, a certified baptismal certificate, a passport, a certified documentary record, or the signed statement from a physician stating that after an examination they believe the minor to be of proper age.

. . . an issuing officer may deny a work permit if, in the issuing officer's judgment, the applicant cannot maintain adequate academic achievement if permitted to work during the school year.

. . . an issuing officer may revoke the work permit if in the issuing officer's judgment the minor cannot maintain adequate academic achievement if permitted to work during the school year.

. . . an employee must notify the issuing officer within five days of the normal duties and hours of employment of a minor and within five days after termination of employment.

. . . enforcement capabilities have been expanded to include school personnel. The following school officials have enforcement capabilities: chief school administrators, home and school visitor, attendance officer and issuing officer. School districts administer applications and issue work permits. If an enforcement officer has reason to believe that an individual working without a permit is a minor or that a minor with a work permit is working in violation of the age restrictions under the Child Labor Act, the officer may demand that the person employing the individual, provide within ten days the following: proof of age of the individual in question or cease to employ or permit the individual to work.

Application procedures:

1. Student (14-17 years of age) should contact the high school office to request an Application for Work Permit. **The student must present his/her Birth Certificate or Driver's License to begin the process.**
2. Parents must sign the application for a work permit. Parents do not have to appear in person before the issuing officer. No parental signature is required if the applicant is a minor and has proof of graduation from high school.
3. The issuing officer insures that all papers required by law have been examined, approved and completed and all conditions and requirement for issuing a work permit have been fulfilled.
4. The issuing officer fills out the work permit by issuing a number, recording the date of issuance, and signing the work permit. The work permit must be signed by the student in the presence of the issuing officer.
5. The new work permit will apply to all minors age 14 through 17 and can be used for more than one employer. The permit will certify that the holder personally appeared before the issuing officer, and that all papers required by law have been examined and approved and all the requirements for the issuance have been fulfilled.

Note: A physician's signature is no longer required; however, any physical work restrictions should be listed on the application. If nothing is recorded on the Application for Work Permit, the issuing officer will write the following statement on the work permit: "Nothing indicated by parent or applicant on the application."