

*Youth Employment Standards Act 90 of 1978:*

## **Work Permit**

By law, youth under the age of 18 are considered to be minors and are required to have work permits on file with the employer in order to be able to work for wages in the State of Michigan.

*Available for processing Monday through Friday (excluding holidays) when school is in session between the hours of **2:50 pm and 4:30 pm** and during summer break from **8:00 am to 4:00 pm** in the **Office of Student Services** which is located in the Willard Library on the 2<sup>nd</sup> Floor (please follow the posted signs)*

To receive a work permit the following steps must be completed:

1. *Actively search for a job or position*
2. *Complete a job application at the targeted organization where you desire to be employed*
3. *Complete the interview process and/or be selected for hire*
4. *Get an application for a Work Permit (some organizations provide a work permit application) from the Office of Student Services located in the Administration Building*

**ABOUT THE WORK PERMIT:**

**Each Work Permit is specific to a single job.** The work permit application is divided into three sections:

Section I: Student Information *(to be completed by the student)*

Section II: Employer information *(to be completed by the employer)*

Section III: School certification and approval of Work Permit *(to be completed by SSO staff)*

There are two different forms of the work permit:

- a. CA-7: Minors that are 16 – 17 years old: (Yellow form)
- b. CA-6: Minors under the age of 16 years old: (Pink form)

Additional required forms:

*Deviation of hours form: (available from the Employer)* Youth aged 16-17 years old are eligible to work outside of the set authorized work time frame (**6 am to 10:30 pm**) for minors **with** parental permission.

Exceptions to the work permit requirement:

Minors under the age of 18 that have completed their High School education and have received a diploma, or have met the requirements for a General Equivalency Diploma Certification (or GED certificate). Employers will require valid proof of graduation or certification. **Employers may not be aware of this exception.**

Youth Employment Source: [http://www.michigan.gov/mde/0,4615,7-140-6530\\_2629\\_59590---,00.html](http://www.michigan.gov/mde/0,4615,7-140-6530_2629_59590---,00.html)

## Frequently Asked Questions:

Q: What do I need to apply for a Work Permit?

*A: You must seek a place of employment and go through the hiring process. When you have been selected for employment, the Employer will tell you that you need to get a Work Permit before you are officially hired.*

Q: Is there a fee involved with getting a Work Permit?

*A: There is no charge for applying and receiving a Work Permit.*

Q: What do I need to bring in order to complete the work permit?

*A: Completed Work Permit (except for signature of minor), Deviation of hours form (if required), an official form of identification (Birth Certificate, or State of Michigan Identification Card, or a state issued Driver's License or Driving Learner's Permit issued by the state.)*

Q: Why can't I just use my student ID card and/or my Social Security Card for identification?

*A: Because neither document has your birth date on it. Student Services needs to be able to verify that the youth is of the proper age to receive a work permit.*

Q: I don't have access to my Birth Certificate and I don't have a Michigan ID card or a Driver's License, What else can I use for identification?

*A: Student Services will accept an official School Transcript signed by the Registrar in the event none of the other required documents are available or accessible.*

Q: Can I as the parent bring the work permit and process it for my student?

*A: No, the youth must be present to process the work permit. Staff will need to see the youth sign the form in their presence.*

Q: Can I as the parent sign my student out of school to come down and process the work permit during the school day?

*A: Not recommended, because the primary target for students is getting an education. We don't encourage the use of school time to secure employment.*

Q: Does the parent need to be present to complete the Work Permit application?

*A: No, this is a process for the youth to complete, this is a step towards being a young adult and becoming independent.*

Q: How do I know if I need an Hours Deviation Form?

*A: On the Work Permit for 16 and 17 year old Minors in Section II, there is a box above the Signature of Employer that asks if the Minor will be working under an existing deviation granted by the MI Dept of of Education. If the box checked is Yes, then an hours deviation form will be required.*

Q: Where can I get a deviation of hours permission form?

*A: This form is provided by the Employer*

Q: If the Employer checks the Yes box, and didn't provide the Hours Deviation Form, will you process the Work Permit without the form?

*A: No, our staff will not complete the Work Permit if all documents are not completed or presented.*

Q: I don't attend Battle Creek Public Schools, can I get a work permit from you?

*A: We process work permits if you are a resident in the Battle Creek Public Schools attendance area and you attend one of the private schools, specifically, St Philip Catholic School, or the Battle Creek Academy. If you attend at another school district or in one of the Virtual Schools then you need to contact those schools to get a work permit.*

Q: My youth does not attend BCPS and is homeschooled, what do I need to provide in order to get a Work Permit?

*A: If the youth is a resident in the Battle Creek Public Schools attendance area, then the youth needs to provide a signed written statement from a parent or guardian, as instructor of record, indicating how many hours per week student is homeschooled.*

Q: How much can a youth work?

*A: A full time student may work a maximum of 24 hours per week when school is in session. When school is not in session, a student may work a maximum of 48 hours per week. Students may work between the hours of 6:00 a.m. and 10:30 p.m., and up to 11:30 p.m. on Fridays, and Saturdays, and when not regularly attending school, i.e. summer vacation. (These and other rules are also stated on the reverse side of the Work Permit Form)*

Q: My youth has received a work permit and is focused more on employment than on school work. As a parent what are my options in relation to my youth's employment?

*A: As the parent you have the right to contact the employer and have the students work permit revoked based on the youth not performing in school.*

Q: I am 17 years old, I graduated this past spring from High School, and the employer is still asking me to get a Work Permit based upon my age. I understand that I don't need one because I have already graduated and I already showed them my diploma. What is my next step?

*A: If you want the job, comply with the employers request and go through the work permit process.*

Q: Is there a minimum age requirement for a youth to be eligible to get a work permit?

A: *A minor who is 11 to 13 years of age employed in certain occupations or 14 and 15 years of age not specifically exempt from the Youth Employment Standards Act (P.A. 90 of 1978).*