



Washington State Department of
Labor & Industries

Employment Standards Program
PO Box 44510
Olympia WA 98504-4510
Phone (866) 219-7321
FAX (360) 902-5300

PARENT/SCHOOL AUTHORIZATION

For parents or legal guardians and school officials to indicate approval for a minor employee to work according to the terms listed by the employer.

Email: teensafety@Lni.wa.gov OR web page: www.TeenWorkers.Lni.wa.gov

THIS IS NOT A MINOR WORK PERMIT

Employers must have a minor work permit endorsement on their Master Business License for each work location with employees under age 18 and renew it each year.

See www.DoL.wa.gov/forms/700028.html

This form is to be kept on file by the employer at the minor's workplace and be available for departmental audit. Additionally, the employer must renew this parent/school authorization by September 30 of each year or when work schedule changes.

Name of minor:				Name of minor's school: (If home schooled, please note) Upper Columbia Academy			
Minor's address:				School's address: 3025 E Spangle-Waverly Rd			
City	State	ZIP		City	State	ZIP	
				Spangle	WA	99031	
Minor's Birth Date (Must be accompanied by proof)		Month	Day	Year			

Wage per hour to be paid: \$ 7.25 / 8.67	Number of working days per week: School week: 6 Non-School week: 6	Is minor employed at any other job? <input type="checkbox"/> Yes <input type="checkbox"/> No	If answered as "yes", list total hours worked per week at other job:
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Maximum number of work hours during SCHOOL year*

Max. hours to be worked <u>PER DAY</u> :	
Monday - Thursday:	<u>3/4</u>
Friday - Sunday:	<u>3/8</u>
[] school/parent may adjust limit as needed]	
Max. hours to be worked <u>PER WEEK</u> :	
Weekly max:	<u>16/20</u> [] school/parent may adjust limit as needed]

Maximum number of work hours during NON-SCHOOL year

Max. hours to be worked <u>PER DAY</u> :	
Monday - Thursday:	<u>8/10</u>
Friday - Sunday:	<u>8/10</u>
[] parent may adjust limit as needed]	
Max. hours to be worked <u>PER WEEK</u> :	
Weekly max:	<u>40</u> [] parent may adjust limit as needed]

*See Section below on the Special Variance

Start and Quit time during SCHOOL year

Earliest start time	
Monday-Sunday	am-pm: <u>7am/5:30am</u>
Friday - Saturday	am-pm: <u>7am/5:30am</u>
Latest quit time	
Sun- Thursday	am-pm: <u>7pm/ Midnight</u>
Friday - Saturday	am-pm: <u>7pm/ Midnight</u>
[] school/parent may adjust quit time as needed]	

Start and Quit time during NON-SCHOOL year

Earliest start time	
Monday-Sunday	am-pm: <u>7/5am</u>
Friday - Saturday	am-pm: <u>7/5am</u>
Latest quit time	
Sun- Thursday	am-pm: <u>7pm/ Midnight</u>
Friday - Saturday	am-pm: <u>7pm/ Midnight</u>
[] parent may adjust quit time as needed]	

JOB DUTIES FOR MINOR EMPLOYEE:

Grounds, maintenance, Custodial, Food Service, Teacher Assistant, Clerical, Dormitory Resident Assistant, and other			
School Related Jobs.			
Name of BUSINESS Upper Columbia Academy	Telephone number 509.245.3600	9-Digit UBI & 3-Digit Number for business location 600-619-987 001-0001	
Address of minor's work location 3025 E Spangel-Waverly Rd.	City Spangle	State WA	ZIP+4 99031

Expiration date of minor work permit endorsement: 05/31/2012

EMPLOYER SIGNATURE

Date 08/22/2011	Telephone Number 509.245.3600	Title: Vice Principal	Signature of EMPLOYER REPRESENTATIVE/ <i>Debbie Nelson</i>	Print Name Debbie Nelson
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EMPLOYEE SIGNATURE

Date	Telephone Number	Signature of EMPLOYEE/ Print Name
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PARENTAL AUTHORIZATION

(These sections to be completed by the minor's parent or guardian and school after employer completes top portion.)

I CONSENT TO ALLOW THE MINOR LISTED TO BE EMPLOYED AT THE OCCUPATION AND UNDER THE CONDITIONS STATED ABOVE		
Date	Telephone Number	Signature of PARENT or GUARDIAN/ Print Name

SCHOOL AUTHORIZATION (when school is in session)

THE STATED HOURS OF EMPLOYMENT MEET THE REQUIREMENTS OF SCHOOL ATTENDANCE REGULATIONS AND ARE HEREBY APPROVED				
Date 08/22/2011	Telephone Number 509.245.3600	Title: Vice Principal	Signature of SCHOOL AUTHORITY/ <i>Debbie Nelson</i>	Print Name Debbie Nelson

NOTE: Parents and school representatives should not sign this form unless the boxes for the daily and weekly work schedule are completely filled out to reflect the anticipated maximum hours of work. The school or parent may limit the hours of work for a student according to how the student will be affected by working too many hours, e.g., homework, attendance, etc. and may reduce and approve fewer hours than the rules allow or are requested by the employer.

Optional School Week Special Variance Authorization (Non-agricultural Employment Only) For 16- and 17-year-old Minors

A Special Variance allows a 16- or 17-year-old minor to work up to 28 hours per week with 6-hour shifts during the school week with approval of the authorized school official and the parent. All parties must agree to these additional hours, [pursuant to WAC 296-125-070(3)].

School officials should not sign for any additional hours allowed by the Special Variance if a review of the student's progress indicates the additional work hours will be detrimental to the minor's educational activities.

Please check if planning to use the Special Variance for additional school-week work hours

Yes No

_____ Parental Authorization

_____ School Authorization

PARENTS: To get a copy of the prohibited duties and other child labor provisions, contact L&I by phone or email listed on the front of this form or via the internet at www.TeenWorkers.Lni.wa.gov.

PADRES: Si tiene preguntas o necesita información en español sobre este formulario u otros requisitos para los trabajadores adolescentes, por favor vaya a www.Lni.wa.gov/Spanish/WorkplaceRights/TeenWorkers o llame al 1-866-219-7321.

For translation help in any other language, please call 1-866-219-7321 and press 0.

Comments by School Representative or Parent:



Employment Standards
 P. O. Box 44510
 Olympia, Washington 98504-4510
 Phone (360) 902-5316; Fax (360) 902-5300

APPROVED VARIANCE

Upper Columbia Academy
3025 E Spangle Waverly Road
Spangle, WA 99031

May 5, 2011

The Department has approved your request for a variance from the minor work regulations. (WAC 296-125-027).

This variance affects the following workers:

- The 16- and 17-year-old employees may work in non-agricultural jobs according to the following hours, with *parental permission*:

School Weeks:

- Start time as early as 5:30 a.m. on a school day.
- Quit times as late as 12 a.m. on a school night.
- Up to 5 days a week.
- Up to 20 hours per week on a school night.

Non-School Weeks:

- Up to 10 hours per day and no more than 40 hours per week.

Here are the conditions you must meet:

- A copy of this letter must accompany the Parent/School Authorization Form for parents and school authorities to see the conditions of this variance.
- You must have an updated Parent/School Authorization form (signed by parent and school) on file. The updated form must include the new work hours and conditions you requested in your variance for your minor employees.
- While this variance is granted by the Department of Labor and Industries, parents and schools have the authority to limit the hours of work for each student; evidence of discrimination against those unable to work additional hours may jeopardize this approval.

This variance will expire:

This variance is effective starting June 1, 2011 through May 31, 2012.

Reminder:

When working, all minors: 1.) May not close the business alone or be without adult supervision after 8:00 p.m. 2.) Must be given meal periods and rest breaks.

Shree Bennett
 Employment Standards Representative
 Dated this May 5, 2011

For more information about minor work variances, see WAC 296-125-060.
 cc: Carlos Reyes Jr.

General Information on Hours of Work Allowed For Minors

Once this form has been signed by parents and school, parents may keep the chart of work hours below for their reference. For more information, email teensafety@Lni.wa.gov or visit the Teen Workers website at www.TeenWorkers.Lni.wa.gov

Hours and Schedules Minors are Permitted to Work in Non-agricultural Jobs						
	Hours a Day	Hours a Week	Days a Week	Begin	Quit	
14- and 15-year-olds						
School weeks	3 hours (8 hours Sat. - Sun.)	16 hours	6 days	7 a.m.	7 p.m.	
Non-school weeks	8 hours	40 hours	6 days	7 a.m.	7 p.m. (9 p.m. June 1 to Labor Day)	
16- and 17-year-olds						
School Weeks	4 hours (8 hours Fri. - Sun.)	20 hours	6 days	7 a.m.	10 p.m. (Midnight Fri. - Sat.)	
School weeks with a special variance from school	6 hours (8 hours Fri. - Sun.)	28 hours	6 days	7 a.m.	10 p.m. (Midnight Fri. - Sat.)	
Non-school weeks	8 hours	48 hours	6 days	5 a.m.	Midnight	
<ul style="list-style-type: none"> An adult must supervise minors working after 8 p.m. in service occupations, such as restaurants and retail businesses. Overtime rules apply for all hours worked over 40 in one week. These rules also apply to home-schooled teens. 						

Hours and Schedules Minors are Permitted to Work in Agricultural Jobs						
	Hours a Day	Hours a Week	Days a Week	Begin	Quit	
12- and 13-year-olds						
Non-school weeks	8 hours	40 hours	6 days	5 a.m.	9 p.m.	
Note: 12- and 13-year-olds are allowed to work only during non-school weeks hand-harvesting berries, bulbs, cucumbers and spinach.						
14- and 15-year-olds						
School weeks	3 hours (8 hours Non-school days)	21 hours	6 days	7 a.m. (6 a.m. in animal agriculture and irrigation)	8 p.m.	
Non-school weeks	8 hours	40 hours	6 days	5 a.m.	9 p.m.	
* Exception: 14- and 15-year-olds are allowed to work 7 days a week in dairy, livestock, hay harvest and irrigation during school and non-school weeks.						
16- and 17-year-olds						
School weeks	4 hours (8 hours Non-school days)	28 hours	6 days	5 a.m.	10 p.m. (No later than 9 p.m. on more than 2 consecutive nights before a school day.)	
Non-school weeks	10 hours	50 hours (60 hours per week in mechanical harvest of peas, wheat and hay)	6 days	5 a.m.	10 p.m.	
* Exception: 16- and 17-year-olds are allowed to work 7 days a week in dairy, livestock, hay harvest and irrigation during school and non-school weeks.						