



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](mailto:teensafety@Lni.wa.gov) OR web page: [www.TeenWorkers.Lni.wa.gov](http://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](http://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 Road			
City	State	ZIP		City Spangle	State WA	ZIP 99031	
Minor's Birth Date (Must be accompanied by proof)		Month	Day	Year			

Wage per hour to be paid: \$ 7.25/8.55	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 may adjust limit as needed]	
Max. hours to be worked <u>PER WEEK</u> :	
Weekly max: <u>16/20</u> [ ] school 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

<b>Earliest start time</b>	
Monday-Sunday	am-pm: <u>7/5 am</u>
Friday – Saturday	am-pm: <u>7/5 am</u>
<b>Latest quit time</b>	
Sun- Thursday	am-pm: <u>8/10 pm</u>
Friday – Saturday	am-pm: <u>8/10 pm</u>

### Start and Quit time during NON-SCHOOL year

<b>Earliest start time</b>	
Monday-Sunday	am-pm: <u>7/5 am</u>
Friday – Saturday	am-pm: <u>7/5 am</u>
<b>Latest quit time</b>	
Sun- Thursday	am-pm: <u>7/12 pm</u>
Friday – Saturday	am-pm: <u>7/12 pm</u>

### 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		
Business Mailing Address 3025 E Spangle Waverly Road		City Spangle	State WA	ZIP+4 99031

Address of <i>minor's</i> work location:			
City Spangle	State WA	ZIP 99031	Expiration date of minor work permit endorsement: 5/31/2011

### EMPLOYER SIGNATURE

Date 8/22/2010	Telephone Number 509.245.3600	Title: Vice Principal	Signature of EMPLOYER REPRESENTATIVE/ 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 8/22/2010	Telephone Number 509.245.3600	Title: Vice Principal	Signature of SCHOOL AUTHORITY/ 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.

**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](http://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](http://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:

This variance is effective June 1, 2010 through May 31 2011.

This variance request has been reviewed and approved by the Teen Worker Specialist: Mary Miller. For questions contact her at 360.902.6041, or email at [mary.miller@lni.wa.gov](mailto:mary.miller@lni.wa.gov)

*Mary E. Miller*

Employment Standards Representative

cc: Carlos, Reyes, Regional Supervisor

**APPROVED GROUP VARIANCE**

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

Date: April 26, 2010

In accordance with the provisions of Chapter 296-125-0600 and 296-131-140, Washington Administrative Code, the Department of Labor and Industries of the state of Washington is granting your variance request as follows:

WAC 296-125-027 Hours of Work Non-Agriculture

16- and 17 -year-olds may work in non-agricultural jobs according to the following hours:

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 Week

- 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 variance must accompany the Parent/School Authorization form for parents' permission to approve the conditions of the variance; school signature is not needed if school is not in session.
- You must have a current minor work permit endorsement for each location where minors are employed and an updated and signed Parent/School Authorization form on file also at the location where the minor is working.
- While this variance is granted by the Department of Labor and Industries, parents and schools have authority to limit the hours of work for each student.
- Appropriate rest and meal breaks for the increased hours of work must also be provided.
- Minors must have someone 18 or older present after 8 p.m.

**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](mailto:teensafety@lni.wa.gov) or visit the Teen Workers website at [www.TeenWorkers.Lni.wa.gov](http://www.TeenWorkers.Lni.wa.gov)

Age Group	Hours	Days	Start	End
14- and 15-year-olds	3 hours (8 hours Sat - Sun)	6 days	7 a.m.	7 p.m.
16- and 17-year-olds	4 hours (8 hours Fri - Sun)	6 days	7 a.m.	10 p.m. (Midnight Fri - Sat)
16- and 17-year-olds	6 hours (8 hours Fri - Sun)	6 days	7 a.m.	10 p.m. (Midnight Fri - Sat)
16- and 17-year-olds	8 hours	48 hours	6 days	5 a.m. to Midnight

Age Group	Hours	Days	Start	End
12- and 13-year-olds	8 hours	40 hours	6 days	5 a.m. to 9 p.m.
14- and 15-year-olds	3 hours (8 hours Non-school days)	6 days	7 a.m.	8 p.m. (8 a.m. in animal agriculture and trapeze)
14- and 15-year-olds	8 hours	40 hours	6 days	5 a.m. to 9 p.m.
16- and 17-year-olds	4 hours (8 hours Non-school days)	6 days	5 a.m.	10 p.m. (No later than 9 p.m. on more than 2 consecutive nights before a school day)
16- and 17-year-olds	10 hours	50 hours (60 hours per week in mechanical harvest of peas, wheat and hay)	6 days	5 a.m. to 10 p.m.

