



Michigan Work Permits
 Overview of Requirements for Issuing Work Permits
 CA-6 & CA-7




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Work Permit Information

- CA-6 Work Permit Form (Under 16 years of age)
- CA-7 Work Permit Form (16 & 17 years of age)
- Work Permit Fact Sheet
- YESA & Revocation Rules

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Purpose of Work Permits

DOCUMENTATION FOR WORKING MINORS PROVIDES PROOF OF:

- Legal Age
- Legal Number of Work Hours
- Legal Beginning and Ending Work Times
- Appropriate/Safe Work

Work permits are issued before beginning employment

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Differences In Work Permits

Work Permits for Minors Under 16 Years of Age (CA-6) -- PINK

1. No Deviations Available for Minors Under 16 Years Old
2. Differences Between Hours of Work Covered by Federal Law & State Law


Work Permits for Minors 16 & 17 Years of Age -- YELLOW

1. Deviations

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Minor Work Permit Responsibilities

- Minor obtains Work Permit Form from Issuing Officer at school and completes Section I.
- Minor takes form to prospective employer
- Minor appears before issuing officer with Sections I & II completed and evidence of age.
- Minor returns the completed permit to the employer BEFORE beginning work.

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Employer Work Permit Responsibilities

- Permit on file before minor works
- Approved deviation on file at place of employment
- Return the Work Permit to the Issuing Officer upon termination of minor's employment

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Issuing Officer Role & Responsibilities

- Chief Administrator or designated in writing as Issuing Officer
- School Districts (Issuing Officers) are responsible for providing original copies of work permits
- Verifies compliance with state and federal laws and regulations by reviewing employer information provided in Section II
- Shall not Issue a Work Permit if work is hazardous, information is incomplete, not signed, or if employment is in violation of state or federal law or regulation

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Issuing Officer Role & Responsibilities Cont.

- Verifies Age of Minor
- If all requirements are met, Issues Work Permit by completing and signing Section III of CA-6 or CA-7
- Makes copy of work permit for student records
- Makes copy of deviation form(s) connected with the work permit for student records
- Revokes work permits as legislation allows or requires

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Issuing Officer MAY Revoke Work Permits

1. If minor's poor school attendance results in a level of school work lower than before beginning employment
Written Notice to Student & Employer
 - 30-Day Probation
 - 30-Day Suspension
 - Revoke Work Permit
 - Inform Minor of School's Appeal Process

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Issuing Officer Must Revoke Work Permits

2. If Michigan Department of Labor & Economic Growth or the U.S. Department of Labor informs the school of an employer's violations of state or federal laws or regulations.

- Written Notice to Student & Employer immediately revoking work permit

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Appeal Rights

- Refusal/Denial of Work Permit
- Appeal Process in Place
- Responsibility


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BOTTOM LINE


DOCUMENT

DOCUMENT


DOCUMENT




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 **Home School Students**


- Issuing Officer of Residence/ Employer
- Written Statement from Parent/Guardian
- Number of Hours Per Week in School
- Attach Statement to Work Permit
- Keep Copy of Work Permit & Statement

10/20/2007 13 

 **Other Students Not Part of the School System**


- Drop Out Students
- Out-of-State Students
- Nonresidential Students


10/20/2007 14 

 **Volunteer Work**


Minor is Exempted From Work Permit (IF)


- Youth Oriented Organization
- School the Minor Attends
- Non-hazardous Construction Work Performed for a Charitable Housing Organization

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 **Records Retention**


- Change in Policy!!!
- Work Permits active (until graduation or expected graduation) PLUS seven years. This supersedes the previous expectation of 99 years.

10/20/2007 16 


 **Resources**

- Web Sites on Work Permits and Youth Rules
 - www.michigan.gov/wagehour
 - www.michigan.gov/octp and click on "Career Preparation System," then select "Work-Based Learning Guide for Risk Management" and go to Section 6

10/20/2007 17 

 **Resources (cont.)**

- US Department of Labor Web Site
 - www.youthrules.gov
- Issuing Officer Listserv
- Retention & Disposal Schedule
- Contact/Resource Information

10/20/2007 18 



Contact Us For Assistance

We are here to help
you get where you
need to go!



10/09/2007

19