

## RETURNING STUDENT EMPLOYEES

All documents must be completed and signed by the student wanting to work for UCA before being considered for employment

**Document 1: Payroll Agreement** - This is an authorization for crediting student labor to the student's account and withholding tithe, if desired. Please have the student sign, as well as a Parent/Guardian if the student is under 18.

**Document 2: Parent School Authorization (PSA)** - per Washington State Dept. of Labor a Parent/Guardian must sign this authorization for a student under the age of 18 to work during the school year. Additionally, proof of your student age must be obtained for verification purposes (see acceptable documents below). If your student is over 18, you do not need to sign this document.

### Notes for PSA:

- The Hours and Work Schedule section--p. 2 is for reference only. You don't need to enter anything on that page unless you need to make changes.
- The Student (Employee) and Parent/Guardian must both sign this form.
- If your student is going to work for HyMark, you will need to fill out a separate Parent School Authorization Form, Parent/School Authorization (F700-002-000) ([wa.gov](http://wa.gov)).
- A separate summer authorization is needed for employment during the summer.

If you have questions on any of the above forms or the work program, please contact the UCA Business Office at [business.office@ucaa.org](mailto:business.office@ucaa.org) or 509-245-3618.

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# Upper Columbia Academy

## Payroll Agreement

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As a Student Worker of Upper Columbia Academy, I agree to the following policies:

To abide by the work regulations and policies established by state and federal labor laws and Upper Columbia Academy, and I understand that noncompliance will result in my work termination and may be grounds for other school disciplinary procedures.

I agree to remain with my assigned job until the work coordinator authorizes and reassigns me to a different position.

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As a Student Workers of Upper Columbia Academy,

Yes  No I voluntarily assign the wages I earn as a student worker of Upper Academy as a direct payment to my student account for the purpose of paying current and future tuition, fees and educational costs at Upper Columbia Academy.

Yes  No I voluntarily request and authorize Upper Columbia Academy to deduct from my wages earned a 10% tithe to the Upper Columbia Conference of Seventh-day Adventists.

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature (if Student is under 18)

\_\_\_\_\_  
Date



Employment Standards Program  
PO Box 44510  
Olympia WA 98504-4510

Phone: 866-219-7321  
Fax: 360-902-5300  
Email: [TeenSafety@Lni.wa.gov](mailto:TeenSafety@Lni.wa.gov)  
Web: [www.Lni.wa.gov/TeenWorkers](http://www.Lni.wa.gov/TeenWorkers)

# Parent/School Authorization

For parents or legal guardians and school officials to indicate approval for a minor employee to work accordingly to the terms listed by the employer and within the limits of child labor regulations.

### This is not a Minor Work Permit

*Employers must have a Minor Work Permit endorsement on their Business License for each work location where minors are employed and renew it each year. To apply, go to: <http://bls.dor.wa.gov/minorworkpermit.aspx>*

**Do not mail this form to L&I.** This form must be **kept on file by the employer** at the minor's workplace and be available for department audit. A copy should also be maintained by the minor's school representative. Additionally, the employer must renew this parent/school authorization **by September 30 of each year or when work schedule changes.**

## Employee Information — To be completed by the employee

Employee Name		Date of Birth (mm/dd/yyyy) <b>(Must be accompanied by proof)</b>	
Address			Phone Number
City	State	Zip Code	
School's Name <b>(if home schooled/not enrolled in school/online classes please note)</b> Upper Columbia Academy		School's Phone (include area code) (509) 245-3600	
School's Address 3025 E. Spangle-Waverly Rd	City Spangle	State WA	Zip Code 99031
Are you employed at another job? <input type="checkbox"/> Yes <input type="checkbox"/> No		If "Yes", how many hours do you work per week?	

## Employer Information

**Before allowing a minor to begin work, you must obtain and keep on file, at the minor's workplace, a fully completed Parent/School Authorization. As the employer, it is your responsibility to ensure that this form is completed by you before collecting signatures.**

Employer Business Name Upper Columbia Academy		Phone Number (509) 245-3600	
Washington Unified Business Identifier (UBI) 600 - 038 - 890		Expiration Date of Minor Work Permit	
Location Address (Physical location where minor will be working) 3025 E. Spangle-Waverly Rd		City Spangle	State WA
		Zip Code 99031	
Contact Name Erin Tungesvik			
Wage per Hour \$			
List of Specific Job Duties Clerical, Custodial, Teacher Assistant, Dorm RA & Front Desk Workers, Food Service Assistant, Library Assistant, Tutoring, Grounds/Maintenance, IT technician, Pianist, Farm, & Equestrian.			

**Employers:** Please read before filling out the anticipated hours and work schedule on the following page. Per [WAC 296-125-027](#) — Minors **cannot** work during the hours that school is in session. Employers should refer to the minor's neighborhood school's website for the hours of school to determine what hours the minor is eligible to work. This rule also applies to homeschooled students. No students should work during the hours that their neighborhood school is in session unless the employer has been granted a variance from the Department of Labor & Industries.

**Hours and Work Schedule** — Parents & schools may adjust hours and schedule as needed.

Minors **cannot** work during the hours that school is in session. Employers should refer to the school's website to determine what these hours are.

**Hours and Schedules Minors are Permitted to Work in Non-Agricultural Jobs**

Age Group	School Week	Hours/Day	Hours/Week	Days/Week	Begin	Quit
14 — 15 Years Old	School Week	3 hours (8 hrs Sat-Sun)	16 hours	6 days	7 a.m.	7 p.m.
	Non-School Week	8 hours	40 hours	6 days	7 a.m.	7 p.m. (9 p.m. June 1 to Labor Day)
16 — 17 Years Old	School Week	4 hours (8 hrs Fri – Sun)	20 hours	6 days	7 a.m.	10 p.m. (Midnight Fri – Sat)
	School Week with a special variance	6 hours (8 hrs Fri – Sun)	28 hours	6 days	7 a.m.	10 p.m. (Midnight Fri – Sat)
	Non-School Week	8 hours	48 hours	6 days	5 a.m.	Midnight

- 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.
- Special Variance does not apply to home-schooled students.

**Hours and Schedules Minors are Permitted to Work in Agricultural Jobs**

Age Group	School Week	Hours/Day	Hours/Week	Days/Week	Begin	Quit
12 — 13 Years Old	Non-School Week	8 hours	40 hours	6 days	5 a.m.	9 p.m.
14 — 15 Years Old	School Week	3 hours (8 hrs. non-school days)	21 hours	6 days*	7 a.m. (6 a.m. in animal agriculture & irrigation)	8 p.m.
	Non-School Week	8 hours	40 hours	6 days*	5 a.m.	9 p.m.
16 — 17 Years Old	School Week	4 hours (8 hrs 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 Week	10 hours	50 hours (60 hours per week in mechanical harvest of peas, wheat, and hay)	6 days*	5 a.m.	10 p.m.

- 12 – 13 year-olds may work only during non-school weeks hand-harvesting berries, bulbs, cucumbers, and spinach.

\*Exception — 14 – 17 year-olds are allowed to work 7 days a week in dairy, livestock, hay harvest, and irrigation during school and non-school weeks.

	Days	Hours per Day		Hours per Week		Start Time <i>Circle A.M. or P.M.</i>		Quitting Time <i>Circle A.M. or P.M.</i>	
		Employer	Parent/ School Adj.	Employer	Parent/ School Adj.	Employer	Parent/ School Adj.	Employer	Parent/ School Adj.
<b>School Weeks</b>	Mon — Thurs	3/4		16/20		5am/7am A.M. / P.M.	A.M. / P.M.	7p/12p A.M. / P.M.	A.M. / P.M.
	Fri — Sun	3/8				5am/7am A.M. / P.M.	A.M. / P.M.	7p/12p A.M. / P.M.	A.M. / P.M.
<b>Non-School Weeks</b>	Sun — Sat <i>Parents adjust only</i>	8		40		5am/7am A.M. / P.M.	A.M. / P.M.	7p/12p A.M. / P.M.	A.M. / P.M.

## Required Signatures

<b>Employee's Signature</b>		
_____	_____	_____
Print Name	Employee's Signature	Date

<b>Employer's Signature</b>			
_____	_____	_____	_____
Print Name	Employer Representative Signature	Title	Date

**Note:** Parents and school representatives should **not** sign this form **unless** the Hours and Work Schedule for daily and weekly work schedules are completely filled out to reflect the anticipated maximum hours of work. The school or parent may limit the hours of work for a minor according to how the minor 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.

### Parental Authorization

I consent to allow the minor listed to be employed at the occupation and under the conditions stated above.

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Print Name	Parent or Guardian Signature	Phone Number	Date
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<i>Comments by Parental Authority</i>
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### School Authorization

The stated hours of employment meet the requirements of school attendance regulations and are hereby approved.

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Print Name	School Representative Signature	Title
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Phone Number	Date
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<i>Comments by School Representative</i>
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### Optional School Week Special Variance Authorization For 16 – 17 Year Old Minors in Non-Agricultural Employment Only

A Special Variance allows a 16 – 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 296-125-0700](#)]

**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 note: The Special Variance is only for minors enrolled in public or private school. This does not apply to homeschooled students.**

Are you planning to use the Special Variance for additional school-week work hours?

Yes  No If checked "Yes", **both** signatures below are required.

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Parental Authorization	School Authorization
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