

Upper Columbia Academy

Payroll Agreement

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.

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
Web: www.Lni.wa.gov/TeenWorkers

Parent Authorization for Summer Work

For parents or legal guardians to indicate approval for a minor employee to work according to the terms listed by the employer and within the limits of the 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. If minor continues employment into the school year, the employer must complete the [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) — (Must be accompanied by proof)	
Address		Phone Number	
City	State	Zip Code	
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 Authorization for Summer Work. 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 Zip Code WA 99031
Contact Name Erin Tungesvik			
Wage per Hour \$ 14.16 for 14&15 year olds and \$16.66 for 16 and older			
List of Specific Job Duties Clerical, Custodial, Office Assistant, Dorm RA & Front Desk Workers, Food Service Assistant, Grounds/Maintenance, IT technician, Farm, & Equestrian.			

Employers: Please fill out the anticipated hours and work schedule on the following page according to the corresponding hours chart and age group.
Parents/legal guardians may adjust these hours and schedule as needed.

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

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

Summer Weeks	Age Group	Hours/Day	Hours/Week	Days/Week	Begin	Quit
	14 — 15 Years Old	8 hours	40 hours	6 days	7 a.m.	7 p.m. (9 p.m. June 1 to Labor Day)
	16 — 17 Years Old	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.

Requested Hours of Work in Non-Agriculture Jobs

Hours per Day		Hours per Week		Start Time		Quitting Time	
Employer	Parent Adj.	Employer	Parent Adj.	Employer	Parent Adj.	Employer	Parent Adj.
8		40		7am A.M. / P.M.	A.M. / P.M.	7pm A.M. / P.M.	A.M. / P.M.

Hours and Schedules Minors are Permitted to Work in Agricultural Jobs

Summer Weeks	Age Group	Hours/Day	Hours/Week	Days/Week	Begin	Quit
	12 — 13 Years Old	8 hours	40 hours	6 days	5 a.m.	9 p.m.
	14 — 15 Years Old	8 hours	40 hours	6 days*	5 a.m.	9 p.m.
	16 — 17 Years Old	10 hours	50 hours (60 hours/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.

Requested Hours of Work in Agricultural Jobs

Hours per Day		Hours per Week		Start Time		Quitting Time	
Employer	Parent Adj.	Employer	Parent Adj.	Employer	Parent Adj.	Employer	Parent Adj.
				A.M. / P.M.	A.M. / P.M.	A.M. / P.M.	A.M. / P.M.

Required Signatures

Employee's Signature

Print Name _____	Employee's Signature _____	Date _____
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Employer's Signature

Erin Tungesvik _____	VP of Finance _____	Date _____
Print Name	Employer Representative Signature	Title

Parental Authorization

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

Print Name _____	Parent or Guardian Signature _____	Phone Number _____	Date _____
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Comments by Parental Authority
