

Employment Skills

Do you have the skills employers want? Some day you'll be entering the workforce, and your job prospects will depend on the skills you have to offer to an employer. Your middle school, high school, and college years are a great time to develop these skills, no matter what career field you are considering.

1. **Strong Work Ethic** – Employers want workers who are reliable, dependable, and self-motivated. You can develop a strong work ethic through your academic work and through extracurricular activities. So get involved in school leadership positions, music, athletics, or a part time job.
2. **Time Management Skills** – Time management involves planning and following a schedule, listing the tasks you need to complete, and estimating how long it will take. Good time management skills are needed in every profession. But don't wait until you are working to develop them – start working on them NOW. They will help you become a better student.
3. **Problem-Solving Skills** – Most employers look for employees who can identify a problem, develop solutions, and implement them. This makes them more independent and more valuable as an employee. That's why so much emphasis is placed on math (and problem solving) in school!
4. **Communication Skills** – Verbal communication includes speaking and listening. Written communication includes reading and writing. It is vital that you develop ALL of these skills. Communication is a two-way street, and those who can communicate well are the ones who will get ahead in life. So work on your reading, writing, speaking and listening skills every chance you get.
5. **“People” Skills** – The ability to work well with others is important in any field. Good working relationships are built on trust and mutual respect, and they help employees work more efficiently and effectively. Take advantage of opportunities to develop your “people” skills through team sports, music, clubs, or other group projects.
6. **Computer Skills** – Nearly all employers want workers who know how to use a computer, and not just for games! Be sure to develop your ability to use word processing and spreadsheet programs, e-mail, and the internet. This will also be very beneficial for you during high school and college.

Your school years aren't just about school work. You should also use these years to develop and sharpen your employment skills. They will give you an edge when you are competing against other young adults for the job of your dreams!

**ELK GROVE UNIFIED SCHOOL DISTRICT
WORK PERMIT REQUIREMENTS**

1. Students with work permits in the Elk Grove Unified School District are required to maintain appropriate attendance and school performance to maintain their work permits.
2. Students with three (3) or more school days (or 12 class periods) of unexcused absences within a school year will have their work permit revoked. Employer/parent will be notified of the revocation of the work permit.
3. Students must have a current quarter/term GPA of 2.0 and cannot receive a failing grade (F) to obtain a work permit. Students having a work permit with a current GPA below 2.0/or receiving an “F” will have their work permit revoked at the end of the current quarter/term. Employer/parent will be notified of the revocation of the work permit. When a student is in the Work Experience Education program the student will be dropped from the program at the end of the quarter/term and scheduled into a class where space is available.
4. If the work permit is revoked, students may apply to have their work permit reinstated if attendance and/or academic performance has improved enough to maintain a 2.0 GPA and no “F” for one current session (9 weeks) and/or no unexcused absences for one session (9 weeks).

Age	Hours of Work
Younger than 14	Labor laws generally prohibit nonfarm employment of children younger than 14. Special rules apply to agricultural work, domestic work, and the entertainment industry.
14-15	<p><i>When school is in session:</i> On school days daily maximum 3 hours. On non-school days may work 8 hours. Weekly maximum of 18 hours. Student in Work Experience Education and career exploration programs may work up to 23 hours per week.</p> <p><i>When school is not in session:</i> Daily maximum 8 hours and weekly maximum 40 hours.</p> <p><i>May not work during public school hours</i> except students in Work Experience Education or career exploration programs.</p> <p>Work must be performed no earlier than 7a.m. nor later than 7p.m. any day of the week. From June 1 to Labor Day work hours may be extended to 9p.m.</p>
16-17	<p><i>When school is in session:</i> Daily maximum of 4 hours, Monday through Thursday. May work up to 8 hours on any non-school day or on any day that precedes a non-school day. May be permitted to work up to 48 hours per week. Students in Work Experience Education or cooperative vocational education programs may be permitted to work a maximum of 8 hours on a school day.</p> <p><i>When school is not in session:</i> May work up to 48 hours per week but no more than 8 hours in any one day.</p> <p>Work must be performed no earlier than 5a.m. or later than 10p.m. except that work may extend to 12:30a.m. on nights preceding non-school days. Student in Work experience Education or cooperative vocational education programs may be authorized to work until 12:30a.m. on nights preceding school days with specified written permission.</p>