



RE: Instructions to Obtain Work Permit

Dear Recreation Employee and Parent/Guardian:

A work permit is required for your child. The City of Eau Claire is interested in hiring your child for employment with the Recreation Division. Responsibilities include assisting with daily facility operations, facilitating community recreation activities, and possible food preparation and point of sale register operations. The assigned work hours will accommodate school schedules and extra-curricular activities.

Instructions for obtaining a work permit:

1. Go to the Department of Workforce Development (DWD) website at <https://dwd.wisconsin.gov/er/laborstandards/workpermit/>
2. Click "Need a DWD ID and help to create a permit."
3. Follow the instructions to create a log in ID and permit.
4. When searching under the "Employer" tab, type "City of Eau Claire" as the name and "54701" as the zip code. The address/employer should appear as shown below. **DO NOT CREATE A NEW EMPLOYER.**
City of Eau Claire
203 S. Farwell Street
Eau Claire, WI 54701
5. **IMPORTANT:** You will receive an email confirmation from the DWD. Please forward the confirmation to HR@eauclairewi.gov. **This email serves as proof that the work permit is approved and the minor can begin working. It also allows us to reimburse the \$10 work permit fee on the first paycheck.**

Example of email:

Subject: Work Permit Instructions

We have attached important information about your permit, including information about the hours you are permitted to work and some types of work that are prohibited to minors. Please review this information carefully and contact the Division if you have any questions.

The permit is valid, and the minor may begin working. The permit will be mailed directly to the Employer.

Sincerely,
Equal Rights Division

If you have questions, please call HR at (715) 839-4921. Thank you for assisting us with this process.

Respectfully,

Patrick D Newkirk

Patrick Newkirk
Recreation Manager