

LIVE WORK

It is the technology center board's policy that Live Work projects shall be allowed within the instructional programs, as long as the projects are directly related to the instructional objectives of the individual programs. The term "Live Work" shall mean work performed on personal property items for employees, students, or clients by technology center students as a part of the instructional process. The term "Live Work" shall also mean services provided for employees, students, or clients by technology center students as a part of the instructional process. However, it is also the policy of the board that Live Work projects will not be performed for Canadian Valley Technology Center board members, superintendent, assistant superintendents, directors, program administrators, and other persons deemed to have supervision responsibilities of programs, including any immediate family members of these individuals. Instructors and substitute teachers must have supervisor approval prior to authorizing Live Work for their own personal projects when the students are under their supervision. Live Work shall cause no gift of technology center resources, no conflict of interest to occur, or no use of student labor for profit.

Live Work is performed by students under the direction and supervision of technology center instructors. Live Work is an integral part of the instructional process to assist students in achieving competency in the occupational area and to provide students with "hands-on" experience.

Qualifications

All Live Work projects are selected in relation to the instructional objectives of the individual program and student(s). Live Work projects should enhance the instructional process rather than replace it. The program instructor shall have the responsibility to inform the customer whether the proposed project does or does not fit into the instructional process. The campus director shall have final approval of whether a Live Work project will be allowed in the instructional program. Instructional benefit to the student will be the major determining factor in approval/disapproval of a project.

Signs stating "Live Work Performed by Students" will be displayed in shops and other areas Live Work is performed. When appropriate, the Live Work Fee Schedule may be posted as well.

Live Work projects may be done either on campus or off campus. Any off-campus projects must have: (a) campus director or designee approval; and (b) parent/guardian approval for secondary students and students under 18 years of age, with appropriate technology center local field trip permission form completed.

Technology center transportation may be required for off-campus work projects. Instructors shall take the entire class of students or make arrangements with the campus director or designee for supervision of those who stay behind.

Proposals for extensive single or multi-program Live Work projects shall be reviewed by a committee consisting of the technology center superintendent or designee, the campus director or designee, the instructor(s) involved, and the potential customer(s). A contract will be developed and agreed upon by all parties before the start of the proposed Live Work project.

Fees

The total cost of all parts and materials required to complete the project will be charged to the customer. A 15% markup will be charged on all parts and materials provided by the technology center. A shop fee will be charged to cover consumable items used in the project. Parts, materials, and shop fees will be credited to the program resale account. An additional service fee will be charged that replicates typical industry standards for the program area. The service fee should represent 10 – 25% of the typical rate charged by local industry. The service fee will be credited to the campus vending account to be used to benefit student-related activities and expenses. The service fee will be waived for students working on their own Live Work project. With approval from campus director, service fees may be waived for non-profit community organizations, partner public sending schools, and other public community agencies and organizations.

Prior to beginning any Live Work, program instructors will submit a proposal for Live Work Fee Schedule to the campus director for approval. Like programs within the district will be expected to work together to develop one Live Work Fee Schedule.

Live Work Orders

All projects shall be documented on work orders. Work order design and structure may be customized to fit specific program requirements. Work orders shall be issued through the business office. Documentation for each Live Work project will contain pre-numbered work orders, instructor's authorization signature, customer's name, address, telephone number, authorization signature of the project owner, estimated amount, amount paid and/or deposited, scope of work, estimated completion date, and received by signature.

The customer must make a 50% deposit for all Live Work projects estimated to cost \$300.00 or more. The deposit must be made prior to students beginning the project.

A copy of the Live Work order will be visible on the project when possible. All Live Work orders will be available for daily inspection. Parts, supplies, and costs will be listed on the Live Work order.

The instructors shall be responsible for completing work orders on all projects and shall ensure that invoices and necessary documentation are submitted. Invoices for resale materials and parts shall be sent to business office daily.

Live Work order copies will be distributed to the customer, technology center business office, campus administrative office, and instructor.

Material Purchasing

Technology center purchasing procedures will be followed when requesting materials to complete a Live Work project. All requisitions will have the Live Work order number placed on the form and will be coded to the Live Work account.

Subcontractor work will be done with a purchase order. The cost of the subcontractor work will be included on the Live Work order.

With instructor approval, parts may be supplied by the customer. The parts and "customer provided, no charge" will be shown on the Live Work order.

Payment for Completed Live Work

The instructor will notify the customer when the Live Work project is completed. All payments for Live Work projects will be made in the campus administrative office by the customer. At no time will the instructor receive payment for Live Work projects. The instructor will verify complete payment has been made before releasing the Live Work project to the customer. No Live Work project is to leave the campus until complete payment is made. No refunds will be issued once a Live Work project has been paid for and accepted.