

## **LIVE WORK POLICY**

It is the policy of the Board of Education of Tulsa Technology Center 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" means work performed on personal property items of employees, students, or clients by School District students as a part of the instructional process. It is also the policy of the Board of Education that Live Work projects will not be performed for Board of Education members, administrators (Superintendent to Assistant Director level) and immediate family members of these individuals.

Live Work shall cause no gift of District 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 school district 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. Examples of Live Work include but are not limited to vehicle servicing and repair, appliance repair, building construction, remodeling of existing buildings, electrical, plumbing, sheet metal and carpentry work. These are examples only and not intended to limit activities which may constitute Live Work. Live work will not be performed in the Aviation Maintenance Technology classes.

The sale of items made or grown by students and the delivery of personal services does not constitute Live Work. Examples of items not considered Live Work include but are not limited to the sale of plants, cosmetology, nail and facial services, machined replicas, welded products for sale, and childcare services.

### **QUALIFICATIONS**

- A. All Live Work projects are selected in relation to the instructional objectives of the individual program. Live Work projects should enhance the instructional process rather than replace it.
- B. The program instructor shall have the responsibility to inform the customer whether the proposed project does or does not fit into the instructional process.

- C. 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
- D. 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.
- E. Signs stating "Live Work Performed by Students" will be displayed in the shop areas.
- F. Before any Live Work is begun, the customer must acknowledge in writing the understanding that:
  - 1. the work will be performed by students;
  - 2. there will be no charge for the services performed by the students; and
  - 3. the customer will be charged for material, parts and lab fees.
- G. Live Work projects may be done either on campus or off campus. Any off campus projects must have:
  - 1. Director/Assistant Director approval;
  - 2. Parent approval for secondary students and students under eighteen years of age; and Local Field Trip Permission Card (see attachment #2)

District transportation may be required for off campus work projects. Instructors shall take the entire class of students or make arrangements with the Director/Assistant Director 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 Instructor(s) involved, the Associate Superintendent, Director, Assistant Director, 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**

- A. The total cost of all parts and materials required to complete the project will be charged to the customer.

B. A lab fee will be charged to cover small consumable items used in the project. Fees are as follows:

Material and Parts Cost	Lab Fee
\$0.00– \$50.00	\$2.00
\$51.00 – \$100.00	\$5.00
\$101.00 – \$200.00	\$10.00
\$201.00 - \$& Up	\$15.00 (or a percentage agreed upon in writing)

**LIVE WORK ORDERS (See attachment #1)**

- A. Live Work orders will be initiated for every Live Work project.
- B. A work order number (obtained in the campus administrative office from a master reference list) will be assigned to the Live Work order before any work is initiated.
- C. When a Live Work order number has been assigned, the customer's name, address, phone number, description of work to be done, and an estimate of cost will be included on the work order. The customer must authorize the work by signing the work order.
- D. 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.
- E. Parts, supplies and costs will be listed on the Live Work order.
- F. Completed Live Work orders will be handed into the campus administrative office by the instructor.
- G. Live Work order copies will be distributed as follows:
  - (1) White to customer;
  - (2) Yellow to district business office (with deposit report);
  - (3) Blue to campus administrative office; and
  - (4) Hard copy returned to instructor.

**MATERIAL PURCHASING**

- A. School district purchasing procedures will be followed when requesting materials to complete a Live Work project.
- B. All requisitions (RQ's) will have the Live Work order number placed on the form and will be coded to the Live Work account.
- C. Subcontractor work will be done with a purchase order. The cost of the subcontractor work will be included on the Live Work order.
- D. With instructor approval, parts may be supplied by the customer. The parts and "No Charge" will be shown on the Live Work order.

**PAYMENT FOR COMPLETED LIVE WORK**

- A. The instructor will notify the customer when the Live Work project is completed.
- B. All payments for Live Work projects will be made in the campus administrative office by the customer.
- C. The instructor will verify complete payment has been made before releasing the Live Work project to the customer.
- D. No Live Work project is to leave the campus until complete payment is made.