

TECHNICAL DIVISION WORK ORDERS

Live work is defined as work requested from outside the classroom that is performed by students and is directly related to the current subject matter taught as part of a sequenced course of study. Such work can be done either on campus or on a job location and includes service, repair, or production jobs of any and all kinds. Live work will be assigned to individual students by the instructor(s) as part of the student's training program.

The President is responsible for the administration and control of live work. All live work performed must be approved by the President or a designee identified in writing. The scope and extent of each project will be well defined in writing before approval. Live work projects are completed by students for instructional purposes, and individuals and organizations assume all risks associated with accepted projects.

Tax supported programs and institutions, active and retired public employees/officials, students in Alabama College System institutions, and charitable organizations which are supported by donations may request live work. Other organizations or individuals may occasionally receive live work services if the work is not designed for competition with private enterprise, the circumstances involved are unusual and justify the acceptance of the live work project; and the President justifies in writing why the live work is necessary for the training program and files a signed copy with the Chancellor or a designated representative. Live work will be done only when it is essential to training and necessary for the acquisition of occupational skills leading to employment. Live work will not be performed when there is any connection with or relation to the making of a financial profit by a program, organization, institution, or individual. No person can use the institution for personal gain or profit.

All instructors will complete a Live Work Order form (*Appendix NN*) before beginning any live work. Live Work Order forms must be complete with all information obtained from the customer before the work is left in the shop. All forms must be signed even if a student is working on his/her own property. Any live work located in any shop must have a Live Work Order form on file. When a job is completed, the instructor will total the charges recorded on the Live Work Order form, add the applicable shop fee of 10% for College employees and students or 20% for non-employees and add Alabama State tax. A base minimum service charge of \$5.00 will be added if the normal service charge does not equal or exceed \$5.00. The Cosmetology and Barbering programs provide services to the public within a schedule of charges established by the President (*Appendix OO*).

The instructor will notify the business office as soon as possible to obtain a Live Work Order number. The instructor will notify the Business Office and the customer when the work is completed. The customer will pay the Business Office the total amount due and provide the instructor with a copy of the receipt. An instructor who releases work before it is paid for is personally liable to the College for the amount owed by the customer and is subject to College disciplinary action.

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If the customer does not pick up the work 30 days after notification by the instructor, all items become property of the College. Division chairpersons will periodically audit each program's live work paperwork during the semester to ensure adherence to College policies.