BALDWIN COUNTY BOARD OF EDUCATION

CAREER/TECHNICAL EDUCATION LIVE WORK POLICY

Definition
Live work is done by students as a part of their career/technical education program. Such work can be done either in school or on a job location and includes service, repair, or production jobs of any and all kinds. The purpose of live work is to provide realistic work experiences for students.

Relationship to Career/Technical Education Program
Live work will be conducted when it is identified by the career/technical education instructor and administrator as part of the student's career/technical education program. The instructor will assign live work to individual or groups of students.

Administration of Live Work Projects
Administration and control of live work projects in accordance with local Board of Education policies are the responsibilities of the director/administrator of each school. All live work performed must be approved by the local administration. A work order/request will be completed for each live work project. The instructor shall be responsible for the determination and collection of all charges and maintain appropriate records including work orders. All funds collected by the instructor shall be receipted and turned into the local school office. The instructor will have the responsibility for securing parts/materials for live work projects during school hours.

Live Work Project Priority
Live work will be performed on specific projects for specific individuals and organizations. The scope and intent of each project will be well defined and documented before acceptance.

Live work projects brought into the career/technical programs will be done in the following priority:
(1) Students enrolled in the career/technical education program
(2) Faculty and schools
(3) Public

All work will be performed by students and may not leave the school until cost of all parts and supplies are paid. No work will be performed for the general public unless the instructor deems it necessary for instructional purposes and it is approved by the administration.

Live work may also be conducted on items donated to the career/technical education programs for this purpose (example: vehicles donated to the automotive technology program).

Release of School Liability
The person, program, institution, or organization for which live work is done shall:
(1) Assume responsibility for the results of the work being done by students.
(2) Bear all actual cost of materials and parts involved.
(3) Recognize that the school is not responsible for loss or damage to articles brought to the school for service.
(4) A service charge according to the schedule will be charged and established by the director/administrator of the school to cover indirect expenses.
(5) Sign a form agreeing to the above conditions and specifically stipulating the work to be done.

Service Charge for Live Work Projects
The total charges (cost plus a service charge) for a live work project will be as follows:

1. Actual cost plus 20% for indirect cost
2. A service charge not to exceed 20% of the low end of the hourly labor set by industry for the specific job being performed.

Automotive Programs will charge:
1. Total Charge plus 20% of parts costs.
2. 20% of the low-end of the hours shop rate of $45 on average hourly labor which is $9 for the standard number of hours described in the service manual for the specific job being repaired regardless of the time it will take students to complete the work.

In exceptional cases, such as the construction of a public building, a reduced charge for the indirect expenses of live work projects may be used provided the director/administrator concurs in writing. The school must recover all costs.

Students will not be charged the indirect cost and service charge while working on their own personal property (example: Automobiles in automotive technology).

Construction Projects
All construction projects must be approved by the director/administrator of the school.

Restriction on Live Work Projects
To avoid competition with private enterprise, live work projects are restricted as follows:

1. Live work will be done only when it is needed for training and necessary for the acquisition of occupational skills leading to employment.
2. Live work will be done only when the activity falls within the scope and sequence of the career/technical education curriculum. The instructor shall have the responsibility for accepting or rejecting live work according to his/her teaching outline.
3. No person shall use career/technical education programs for personal gain or profit.

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