



Area: Instruction

Policy Name: Live Work

Policy Statement: The College recognizes the importance of hands on work for students enrolled in technical programs. Performance of live work in the academic setting may enhance student learning and also serve citizens in the surrounding community.

Procedures: Any work, job or project will have a repair order and customer agreement form signed by the customer and must be a part of the educational process. College students and employees will be charged cost plus 10% on all parts and materials. An additional shop fee of \$10.00 will be charged for every job and project. All Non-College affiliated customers will be charged material and parts cost plus 20% and a shop fee of \$15.00. Additional fees for freight, hazardous waste disposal and other expenses incurred by the College will be charged on an individual and as needed basis.

All expenses incurred by the Repair Order must be charged to that Repair Order. All other teaching project expenses directly related to student instruction must be purchased from the general supply budget of the department involved.

The College believes that customer service is an important part of a student's education. We will strive to do quality work. In the event a customer is dissatisfied with work done, the instructor will resolve the complaint. If the customer remains dissatisfied, he or she should submit a timely written complaint to the Chief Financial Officer.

It is the instructor's responsibility to ensure that the work is done properly. It is the instructor's responsibility to ensure that all projects or work are paid in full before release of project. No shop work or vehicles are to be released without a paid receipt from the College's Accounts Payable Specialist.

Repair Orders:

1. The customer will complete a Department Customer Agreement Form for each job or project.
2. Department instructors will keep the signed agreement on file in their office. When work is to be started, the instructor will notify the customer to bring the vehicle/project to campus.
3. Before beginning work on any project, the customer must sign a completed Repair Order.
4. Departments that perform live work will receive a list of pre-determined Repair Order numbers for live work repairs.
5. When parts are secured for a project, the cost as listed on the invoice should be written on the customer's Repair Order.



6. When the work is completed, the customer's invoice spreadsheet (the invoice spreadsheet has all calculations needed for accurate computation) will be prepared by the department and emailed to the College's Accounts Payable Specialist.
7. The customer will be contacted by the department. The customer can pay the department in cash or check or pay by credit card in the Accounts Payable Specialists office.
8. No work will be released without instructor inspection of the project and payment in full.

Contact: Chief Academic Officer

Related:

Adopted: July 1, 2009

Updated: September 22, 2014; August 8, 2018; April 26, 2022