



Policy Name:	Live Work Policy
TBR Policy Number:	TCAT-010
TCAT-D Policy Number:	SS-103
Effective Date:	June 14, 2016
Date of Last Revision:	August 19, 2016
Functional Area:	Student Services

Instructional Projects (Live Work) Policy

It is recognized that instructional or “live work” projects performed by students enhances the technical training of the students. The Tennessee Board of Regents Guideline TCAT-010, Instructional Projects at Colleges of Applied Technology, is the basis for all live work projects performed at TCAT Dickson. It is important to keep in mind that live work can be a liability and all processes must be followed to ensure the institution, employees, and students are covered against such liabilities.

Instructional Projects

Instructional projects are those which when completed constitute a product; involve repairing or providing maintenance service to a device; or, involve the delivery of a personal service, such as in cosmetology programs. To ensure that such projects are meaningful to the training program, projects must be selected based on their potential contribution in aiding students develop identified competencies. All such projects must be selected and scheduled in keeping with stated objectives of the instructional program. The college President or their designee is responsible for the authorization to proceed with all selected school projects.

Live work projects can only be accepted if they can be completed in a reasonable time frame. No projects are to remain in TCAT possession if not being actively worked on. Live work projects will be assessed for timely completion, typically remaining in progress for no more than a single trimester. The President will perform a trimesterly review of all live work projects in progress and their length in TCAT Dickson possession.

Live work projects are not to be performed on projects for the purpose of the project being sold and live work projects are not to be used for employee or customer personal gain.

All services are to be performed only by students with the instructional assistance of their instructor.

Individual Instruction Projects

Individual projects are those involving personal service to the provider or to items returned to the provider after students render live work services.

1. To be considered for services, a project owner must first meet with the appropriate instructor to discuss the nature of services desired. The instructor must make a determination whether or not the services being requested align with the program’s training objectives and if the project can be completed in a reasonable time frame.
2. If the instructor would like to proceed, they will complete an approved agreement form, and receive approval of the President or their designee, prior to taking possession of the project and initiating work on any project.
3. Once administrative approval has been granted, the instructor can contact the project owner and have them drop off the project and complete the necessary agreement form.
4. The original live work agreement form shall be retained by the Cashier’s Office, a copy will be provided to the instructor to post in the program lab where work is to be performed, and a copy of the form will be provided to the individual or group for whom the work is being performed.
5. In general, the owner of the project shall be responsible for providing the parts, supplies, and materials for individual projects.

- a. The school may recommend sources where parts, supplies, and materials may be acquired. The school should avoid recommending sole sources except in cases where other sources are not readily available.
 - b. There are instances, however, where it is more feasible for the school to provide supplies and materials for individual projects; for example, weights for wheel balancing, refrigerant gas, etc. In such instances, the acquisition of the supplies and materials by the school shall be in accordance with TBR policy (4:02:10:00), and the project owner shall be assessed a fee to recover the school's expenses.
6. Fees shall be consistent with a fee schedule approved by the Tennessee Board of Regents.
- a. The fee schedule shall be made available to project owners prior to completion of the project agreement form.
 - b. Payment of the fee is due upon completion of the project.
 - c. Fee payments will be received by authorized school staff, properly receipted, and deposited in accordance with the TBR policy on deposit and investment of funds (4:01:01:10).

Responsibility for Selection of Individual Projects

An instructor shall be responsible for selecting and scheduling individual projects, which may be selected only from authorized categories. No work may be performed on a project from a category that has not been authorized. An instructor may give priority to a project belonging to a student, provided it meets established training objectives.

Source of Projects

The sources of individual projects may include those offered by:

- a. Students
- b. TCAT Dickson employees and their immediate families
- c. Members of the school's advisory committees
- d. Personnel and institutions of the Tennessee Board of Regents System
- e. TCAT Dickson Retirees
- f. Civic groups
- g. Governmental agencies, and
- h. Non-profit organizations.

Live work is not be performed for the general public unless it is a much needed source for skill training. The college President may authorize individual projects offered from individuals and groups not listed above in the event appropriate projects are not available from the above sources.

Processing of Live Work Orders

All services to be performed by students shall be documented and signed by appropriate persons prior to the commencement of any project.

An approved agreement form must be completed by the Instructor prior to initiating work on any individual project. An original of the agreement form shall be retained by the Cashier's Office, and a copy in the department where work is being performed where it shall be publicly displayed; a copy of the agreement form will be provided to the project owner or patron.

Personal project owners may not receive the school's tax exempt status. All live work purchases must be billed to the customer and not the college. **NO STATE DOLLARS CAN BE SPENT ON PARTS/SUPPLIES FOR PERSONAL LIVE WORK PROJECTS.**

To avoid becoming responsible for unrelated structural or mechanical issues, instructors must assess all property before accepting it (like a car rental company):

1. Check property in areas to be work on
2. Also, check property in unrelated components (engine, other body areas, etc.). Note any concerns through written documentation and/or photos; have customer sign off on the documentation.

Note 1: TCAT Dickson students and employees receiving live work services in any program will be assessed a live work fee of \$5.00 and the cost of services received per each request throughout the year.

Note 2: Cosmetology services for TCAT Dickson employees and TCAT Dickson Cosmetology enrollees will require the payment of an annual \$5.00 live work fee and a \$10.00 fee for each chemical service received; all other services will be at no charge. Family members will pay for all services received.

Note 3: State government agencies, local government agencies, and nonprofits will have the \$5.00 live work fee waived; however, they must supply all parts required for the services rendered. Individual employees of these agencies will pay all live work fees and service fees for each project request; waivers are not granted to individual employees of these agencies.

Off-Campus Live Work Projects

Requests for all off campus projects must be approved by the President or designee prior to work being performed. Off campus live work must have an instructor present with students at all times.

Process and Fee Collection - Cosmetology

Cosmetology patrons will complete the Live Work Agreement Form and be assessed an annual live work project fee of \$5.00 once per year. All copies of the Live Work Agreement Forms will be filed in the Cashier's office.

Patrons are assessed charges for services as documented on a service ticket per visit and provided to the patron upon request of services.

The service tickets are prepared using the appointment book as a guide by the responsible program and turned in to the Cashier's Office in advance. When the patron arrives for their appointment, they are directed to the Cashier's office to pay the assessed fees. Upon payment, the Cashier's Office will then issue a receipt to the patron along with a copy of the service ticket, which confirms to the Cosmetology program that the service to be rendered has been paid.

Step-by-Step Process and Fee Collection – All Other Programs

1. Project owners will discuss the proposed request for services with the appropriate Instructor.
2. Upon tentative acceptance of a proposed project, the Instructor will:
 - a. Inform the project owner that they will seek administrative approval to proceed.
 - b. Verify ownership of vehicles, appliances, etc. and will attach a copy of the proof of ownership to the live work agreement form. Proof of ownerships may include auto titles/registration, contracts/utility bills on buildings, etc. If a particular item does not have a formal proof (computer, refrigerator, etc.) note to the effect that they verbally stated ownership.
 - c. The instructor will complete a Live Work and/or Service Agreement form at the Cashier's Office, which will indicate the anticipated service fees or charges for the project.
 - d. The Instructor will review the Live Work Service Agreement with the project owner. Upon review of stated fees, the project owner will sign the agreement to acknowledge their acceptance of the work to be performed and their financial obligations. The project owner will pay the \$5.00 live work fee at this time.
 - e. The live work agreement and proof of ownership will be submitted to the appropriate administrator for approval.
3. Once administrative approval is granted, the Instructor may contact the project owner to bring the project to the campus for work. The Cashier's Office will provide a copy of the fully executed live work agreement to the project owner and a copy to the Instructor who will publicly display their copy of the live work agreement in the department where services are being performed.
4. Upon determination that parts or supplies are needed to complete the project, the Instructor will provide the project owner with a detailed list of materials. The project owner will be responsible for procuring all materials needed for completion of the project.
5. When customers bring in parts or materials, instructors will make a copy of the owners receipt or have the owner sign some form of documentation to record what items the instructor has received. Instructors should keep a step-by-step log of work being performed, especially on large projects.
6. All live work is to be completed by students under supervision of an instructor and released to the project owner only after a thorough final inspection by the instructor.
7. Upon completion of the project, the Instructor will notify the project owner to pick up the property.
8. The project owner and the Instructor will sign the Service Agreement indicating the work has been completed.
 - a. The Instructor will turn in the completed Service Agreement to the Cashier's Office where appropriate documentation will be made.
 - b. The project owner will pay all fees due at the Cashier's Office.
9. A record of all services in progress, and completed, will be kept on file in the Cashier's Office.