



PROPOSED AGENDA ITEM

MEETING DATE: February 26, 2009

SUBJECT: Policy Revision- 118-Production and Service Work Performed by
Students or School Personnel

SUBMITTED BY: Paul Fritz, Business Manager

DESCRIPTION:

Policy 118 outlines the procedures for performing production and service work in the various labs by students and personnel.

The proposed revisions streamline and acknowledge actual practice in the labs. Several instructors worked with the Business Manager to develop the revised policy and forms to simplify the process but retain accountability.

- The acceptance, accountability, and receipt of payment responsibilities are placed with the instructor in each lab.
 - An approved ISO Form work log is used by each instructor to record all production and service work
 - An approved ISO Form customer release of liability is used by each instructor
 - An approved ISO Form invoice is used by each instructor

RECOMMENDATION:

First reading of revised Policy 118-Production and Service Work
Performed by Students or School Personnel (February 26, 2009)

Adoption – (March 26, 2009)



SECTION: PROGRAMS

 TITLE: PRODUCTION AND
SERVICE WORK
PERFORMED BY
STUDENTS OR SCHOOL
PERSONNEL

ADOPTED: December 19, 1996

REVISED:

1. Purpose	118. PRODUCTION AND SERVICE WORK PERFORMED BY STUDENTS OR SCHOOL PERSONNEL The Operating Committee believes that proper utilization of Production or live work provides the student with a realistic and practical educational learning experience. Assignments should be organized and planned on an instructional basis to ensure that the objectives of education and production are not in conflict.	1 2 3 4 5 6 7 8 9
2. Definitions	A production work project shall be defined as work which produces a product of useful and/or monetary value.	10 11 12
3. Guidelines	Service work shall be defined as work which provides a personal service to people.	13 14 15 16
	<u>Eligibility</u> Live or production work or service requests shall be accepted from Erie County Technical School, participating school districts, governmental agencies, community agencies, non-profit charitable institutions, students and affiliated school personnel. The following priority consideration list is to be used in determining eligibility and acceptance of work. The instructor shall determine eligibility prior to acceptance and scheduling of the work request. <u>Eligibility Priority List</u> - Students in lab where work is performed. - Students of other lab areas of the Erie County Technical School.	17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34

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3. Erie County Technical School Personnel.
4. Participating school district personnel, including the Operating Committee and members of the Board in each participating district.
5. Intermediate Unit #5 personnel.
6. Governmental agencies.
7. Community agencies.
8. Non-profit organizations.
9. Public customers during posted hours in the Cosmetology lab.
10. Others approved by the Director, principal, or designee.

Work Consideration and Selection Criteria

1. A determination of eligibility shall be made by the instructor prior to acceptance of the work.
2. The instructor shall have the authority to reject production or service work on its educational merit.
3. Work considered must involve the type and level of competencies necessary to fill instructional needs of the students assigned to the project.
4. Production or services rendered shall relate to the course of study and as much as possible to the unit of instruction currently being covered.

Conditions of Acceptance

1. A release form must be signed by the customer, and presented to the instructor prior to the start of the work or service project.
2. All drivable motor vehicles to be worked on shall have license plates, registration cards, and inspection stickers pursuant to the current PA vehicle code and inspection code. Non-drivable vehicles may be towed in or transported on a trailer.

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3.	A diagram and/or specifications for the project are required from the customer where applicable at the time the work request is made.	1 2 3 4
4.	The instructor shall request that the customer obtain the parts and materials to be used on their work project.	5 6 7
5.	The instructor shall not permit the release of property worked on until the customer makes full payment to the instructor of all amounts due per the invoice.	8 9 10 11
	<u>General Considerations and Procedures</u>	12
1.	The shop training lab is not to compete with private enterprise. (Example: repair of damage covered by insurance settlement).	13 14 15 16
2.	All work performed by students should be checked by the instructor.	17 18
3.	The instructor shall maintain an up-to-date record of production work and services performed on the approved Production and Service Work log.	19 20 21 22
4.	The instructor is to keep accurate records of the amount, cost, and descriptions of school materials and supplies used on a work project and invoice the customer on the approved form.	23 24 25 26
5.	All amounts collected shall be turned into the high school office daily attached to a copy of the paid invoice.	27 28 29
6.	Pressure deadlines are to be avoided, but reasonable target dates for completion should be established and adhered to as much as possible.	30 31 32 33 34 35 36 37 38 39 40

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Miscellaneous

School materials or supplies used for training related projects shall be listed and costed out. An invoice prepared by the instructor shall be issued to cover costs of school materials used.

The sales of products produced or services rendered by students or school personnel with school equipment, supplies or materials during or after school hours for personal gain are prohibited.

Outside Work Projects

Requests to involve students and the instructor in live work projects beyond the environment of the laboratory will be evaluated along the same lines established for in-school work requests. There are, however, additional guidelines and procedures that are to be followed:

1. Class project – the entire class and instructor must be involved and physically present at the worksite.
2. Parental permission – required to participate in the project, leave the school, and to be transported.
3. Transportation – to and from the worksite is the responsibility of the organization associated with the project.

Work Release

Requests by, or on behalf of students, to be released from school to work on projects is discouraged. Consideration will be given to senior students working on short-term projects under qualified supervision. Only the principal or his/her designee may authorize such release.



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	3. Erie County Technical School Personnel.	1
	Regional Occupational Skill Center personnel.	2
	4. Participating school district personnel, including the Operating Committee and members of the Board in each participating district.	3
	5. Intermediate Unit #5 personnel.	4
	6. Governmental agencies.	5
	7. Community agencies.	6
	8. Non-profit organizations.	7
	9. <u>Public customers during posted hours in the Cosmetology lab</u>	8
	10. Others approved by the Director, principal, and instructor <u>or designee.</u>	9
	<u>Work Consideration and Selection Criteria</u>	10
	1. A determination of eligibility shall be made by the principal or his/her designee and an approval form presented to the instructor prior to consideration of acceptance of the work. (Personal property of the students in the lab and on-site personnel excluded).	11
	2. The instructor shall have the authority to reject production or service work on its educational merit.	12
	3. Work considered must involve the type and level of competencies necessary to fill instructional needs of the students assigned to the project.	13
	4. Production or services rendered shall relate to the course of study and as much as possible to the unit of instruction currently being covered.	14
	<u>Conditions of Acceptance</u>	15
	1. A release form must be signed by the customer, and presented to the instructor principal or his/her designee prior to the issuance of an authorized work order the start of the work or service project.	16

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	2. A written report shall be forwarded to the office with the customer	2
	prior to the issuance of a work order. Submission of this report will	3
	indicate that the instructor has agreed to accept the work.	4
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	3. Upon receipt of the release form and lab report, a work order will be	6
	issued and filed until the work has been completed and financial	7
	obligations satisfied. A "Proceed With Work" form will indicate	8
	that a work order is on file and work may commence.	9
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	4. All <u>drivable</u> motor vehicles to be worked on shall have <u>current</u>	11
	license plates, registration cards, and inspection stickers <u>pursuant to</u>	12
	<u>the current PA vehicle code and inspection code. Non-drivable</u>	13
	<u>vehicles may be towed in or transported on a trailer.</u>	14
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	5. A diagram and/or specifications for <u>the</u> projects shall be <u>are</u> required	16
	<u>from the customer</u> where applicable at the time the work request is	17
	made.	18
		19
	6. The instructor shall request that the customer obtain the parts and	20
	materials to be used on their work project.	21
		22
	7. The instructor shall not permit the release of property worked on	23
	until the customer presents a receipted copy of the work order	24
	indicating acceptance and payment of monies makes full payment to	25
	the instructor of all amounts due per the invoice.	26
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	<u>General Considerations and Procedures</u>	28
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	1. The shop training lab is not to compete with private enterprise.	30
	(Example: repair of damage covered by insurance settlement).	31
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	2. All work performed by students should be checked by the instructor.	33
		34
	3. The instructor shall maintain an up-to-date record of production	35
	work and services performed <u>on the approved Production and</u>	36
	<u>Service Work log.</u>	37
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	4. The instructor is to keep accurate records of the amount, cost, and	39
	descriptions of school materials and supplies used on a work project	40
	<u>and invoice the customer on the approved form.</u>	41
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		43
	5. All amounts collected shall be turned into the high school office	44
	daily attached to a copy of the paid invoice.	45
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	6. Pressure deadlines are to be avoided, but reasonable target dates for completion should be established and adhered to as much as possible.	47
	<u>Miscellaneous</u> School materials or supplies used for training related projects shall be listed and costed out. A work order <u>An invoice prepared by the instructor</u> shall be issued to cover costs of school materials used. The sales of products produced or services rendered by students or school personnel with school equipment, supplies or materials during or after school hours for personal gain is <u>are</u> prohibited. <u>Outside Work Projects</u> Requests to involve students and the instructor in live work projects beyond the environment of the laboratory will be evaluated along the same lines established for in-school work requests. There are, however, additional guidelines and procedures that are to be followed: 1. <u>Class project</u> – the entire class and instructor must be involved and physically present at the worksite. 2. <u>Parental permission</u> – required to participate in the project, leave the school, and to be transported. 3. <u>Transportation</u> – to and from the worksite is the responsibility of the organization associated with the project. <u>Work Release</u> Requests by, or on behalf of students, to be released from school to work on projects is discouraged. Consideration will be given to senior students working on short-term projects under qualified supervision. Only the principal or his/her designee may authorize such release.	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40