

Book	Policy Manual
Section	100 Programs
Title	Production and Service Work
Number	135
Status	First Reading
Legal	22 PA Code 11.28 22 PA Code 11.8 22 PA Code 4.31 24 P.S. 1850.1
Last Revised	April 20, 2018
Last Reviewed	April 20, 2018

Purpose

The **Joint** 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.

Definitions

A **production work project** shall be defined as work which produces a product of useful and/or monetary value.

Service work shall be defined as work which provides a personal service to people.

Guidelines

Eligibility

Live or production work or service requests shall be accepted from Erie County Technical School, participating school districts, governmental agencies, community agencies, nonprofit 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.

Eligibility Priority List

1. Students in lab where work is performed.
2. Students of other lab areas of the Erie County Technical School.

3. Erie County Technical School Personnel.
4. Participating school district personnel, including the **Joint** Operating Committee and members of the Board in each participating district.
5. Intermediate Unit #5 personnel.
6. Governmental agencies.
7. Community agencies.
8. Nonprofit 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

A determination of eligibility shall be made by the instructor prior to acceptance of the work.

The instructor shall have the authority to reject production or service work on its educational merit.

Work considered must involve the type and level of competencies necessary to fill instructional needs of the students assigned to the project.

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

A release form must be signed by the customer, and presented to the instructor prior to the start of the work or service project.

All drivable motor vehicles to be worked on shall have license plates, registration cards, and inspection stickers pursuant to the current Pennsylvania vehicle code and inspection code. Nondrivable vehicles may be towed in or transported on a trailer.

A diagram and/or specifications for the project are required from the customer where applicable at the time the work request is made.

The instructor shall request that the customer obtain the parts and materials to be used on their work project.

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.

General Considerations and Procedures

The shop training lab is not to compete with private enterprise (example: repair of damage covered by insurance settlement).

All work performed by students should be checked by the instructor.

The instructor shall maintain an up-to-date record of production work and services performed on the approved Production and Service Work log.

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.

All amounts collected shall be turned in to the high school office daily, attached to a copy of the paid invoice.

Pressure deadlines are to be avoided, but reasonable target dates for completion should be established and adhered to as much as possible.

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 sale 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. **In the case of a** class project, the entire class and instructor must be involved and physically present at the worksite.
2. Parental permission **shall be** 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.

Last Modified by Terri Birchard on April 20, 2018