

**CHANCELLOR'S PROCEDURE FOR POLICY**  
**710.01 LIVE WORK**

Live work is a paid or contracted service performed by students under real-world working conditions as an integral part of a course of study to enhance their knowledge and skills.

1. Administration

The President of each college is responsible for the administration and control of live work. All live work performed must be approved by the President or a designee identified in writing. The President shall be responsible for maintaining appropriate records and ensuring that the state prescribed and approved accounting procedures are followed.

The Chancellor or Chancellor's designee must be notified in advance of all off-campus live work projects. In addition, the Chancellor must approve requests to build structures on campus for resale that exceed five thousand dollars (\$5,000). Colleges must adhere to state bid laws when providing live work.

2. Live Work

The scope and extent of live work will be well defined in writing before approval. Individuals and organizations requesting live work assume all associated risks. The following individuals and organizations may request live work:

- a. Tax supported programs and institutions.
  - b. Active and retired public employees/officials.
  - c. Students in Alabama Community College System institutions.
  - d. Program advisory committee members.
  - e. Charitable organizations.
  - f. The general public when the live work is of a recurring, small-scale nature, such as health and beauty services.
  - g. Other individuals and organizations when the President justifies in writing why the live work is necessary for the training program and files a signed copy with the Chancellor or a designated representative.
3. Each College must document all live work performed during the fiscal year (October 1 – September 30) and prepare a Live Work Summary Report for submission to the Director of Career and Technical Education by October 31.

#### 4. Release of Institution Liability

The person, program, institution, or organization for which live work is done shall:

- 4.1. Assume all responsibility for the results of the work being done by students;
- 4.2. Bear all actual costs of materials and parts involved and pay a service charge as follows:
  - a. The total charges of the live work will equal cost plus a service charge. The total charges will be no less than cost plus 10 percent and no more than cost plus 20 percent. The college, if desired, may place up to 10% of the service charge into the college's Foundation account. In no case shall the total charge of live work be less than \$5.00.
  - b. When a licensed training program, such as health and beauty services, is operated, services may be provided to the public using a schedule of charges established by the President.
  - c. In exceptional cases such as the construction of a public building or a charitable project, a reduced service charge for the indirect expense of live work may be applied provided the Chancellor or a designee concurs in writing.
  - d. Colleges must establish and publish a timeframe for payment and pick up of a completed live work project. Any project not paid for and picked up within the designated timeframe will become property of the college and normal surplus property procedures will apply.
  - e. Colleges may have public sales of live work projects at specific times of the fiscal year as to not compete with private enterprise. Funds collected from live work sales, after expenses, will be deposited into the college foundation account.

#### 5. Restrictions on Live Work

To avoid competition with private enterprise, live work is restricted as follows:

- 5.1. Live work will be performed only when it is a related learning outcome of the specific CTE course being offered for skills leading to employment.
- 5.2. Live work will not be performed when there is any connection with or relation to the making of a financial profit by a program, organization, institution, or individual.
- 5.3. No person shall use the institution for personal gain or profit.