

5.1.11. OFTC Live Work Procedure

Certain occupational areas require specific skills or competency mastery that can best be obtained or demonstrated in a laboratory environment with real items or projects. A laboratory environment introduces the "customer dimension" into personal service occupations such as cosmetology and provides real-world working conditions to such trades and industrial occupations as automotive, diesel equipment technology, air conditioning, machine tool, electronics, welding, construction, industrial systems, and others. Instructional live-work projects, when carefully managed and controlled, provide a needed dimension to laboratory learning for certain occupations as a planned and integrated component of the curriculum.

Each area determines the type of work that may be performed. Instructional live-work projects may be conducted on or off school property to enhance learning and skill development as an integral part of an approved program curriculum. All work is prioritized as to persons for whom live work may be performed. Priority is given in the order that follows: Oconee Fall Line Technical College (OFTC) students, OFTC staff, members of public entities such as government agencies or nonprofit organizations, and members of the general public. Live work will not be performed in competition with private enterprise, nor will work of a production type be performed. All live-work projects shall comply with the Governor's Executive Order on Ethics.

All live work projects must be conducted only during normal operating hours of Oconee Fall Line Technical College. All exceptions must be approved by the appropriate Dean for the program requesting exception.

Live work must be performed by students under supervision of instructor. Instructor may not perform live work to the exclusion of students.

Each program has procedures that are followed when live work is conducted (scheduling procedures, forms, etc.).

OFTC makes no warranty, expressed or implied, on any work performed by students. The customer assumes the risk of the work being performed.

Students, staff, and facilities will not be used for personal gain or profit. Under no circumstances may a student or instructor receive money, rewards, benefits, or in any way personally profit from live work.

Customers will be informed of and are responsible for costs related to the services. The instructor will provide neither a formal estimate of cost nor a completion date. Customers assume all risks associated with work being performed.

Items will only be accepted for repair if the anticipated service time is less than five (5) weeks. The instructor retains the sole discretion to refuse any item if, in their

professional judgement, the required repairs will exceed the five-week threshold. In the event an item must remain on college premises longer than five (5) weeks due to unforeseen circumstances, prior written authorization must be obtained from the Dean of Academic Affairs. Any item exceeding the five-week deadline without this explicit permission, must be immediately removed by the owner.

Financial Administration

OFTC must be fully reimbursed for all direct costs associated with the delivery of live-work projects. OFTC may generate a reasonable profit. OFTC will determine the amount to be charged for each product or service provided.

All monies associated with live-work projects shall be subject to state fiscal and accounting policies, but excess revenues may be carried forward to successive fiscal years.

Monies generated by live-work projects shall be classified as special-revenue funds.

Monies generated by live-work projects shall be considered as a source of revenue when developing annual budgets.

Monies generated by live-work projects shall not be used to supplant existing state, federal, or local funding.

Live-work project revenues exceeding budgeted estimates shall be amended into the annual operating budget during the course of the fiscal year.

Excess monies or "profits" generated by live-work projects shall be used only to enhance instructional programs.

Employees of OFTC shall be assigned live-work projects within the scope of their employment and shall not receive extra compensation except as may be warranted by normal overtime or overload procedures.

Liability, Defense, and Indemnification

Although live-work projects, as an integral part of The Technical College System of Georgia's (TCSG) academic curriculum, are governed by the State of Georgia's constitutional doctrine of sovereign immunity and its related statutes, OFTC shall take all necessary steps to ensure that its live-work projects are managed in a way so as to minimize or eliminate the risk of harm to patrons, students, and employees. Moreover, the TCSG Commissioner and the President of OFTC shall take appropriate steps to legally protect the System and OFTC from liability arising from live-work projects. This may include requiring potential patrons and other recipients of instructional service project services to sign declarations of assumption of risk and waivers of liability.

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