

**Williamsburg Technical College
PROCEDURE**

SECTION D – EDUCATIONAL AFFAIRS

Title REAL WORK	Number D-42.1
Division of Responsibility Academic Affairs	Approval Date Page 1/21/2021 1 of 4
Approval Vice President _____ President _____	Supersedes Procedure No. D-42.1 Date 5/24/10

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

I. PROCEDURES

- A. "Real Work" shall be performed only at such times as the pertinent class requires that training. Any exceptions must be approved in writing by the College President or designee.
- B. Work shall be accomplished on a first-come, first-served basis.
- C. A job order shall be prepared by the appropriate instructor for each job. As a minimum, the job order will list the work to be done, parts required, a job order number, and an estimate of costs. The job order must have the approval signature of one of the individuals listed in WTC Policy D-42 before work is initiated.
- D. Each work order shall be signed by the customer prior to approval of the job. Above the customer's signature shall appear the following statement:

"I understand that the work listed hereon is to be performed by students in training, and that no guarantee applies to any aspect of this work order. I further understand that, by accepting this work, the College accepts no responsibility for any damage, theft, or other losses sustained by my property while it is on College property."
- E. Where an item is involved, the item shall be tagged in a conspicuous place with the work order. The work order will show the name of the owner, date work accepted, general words describing what is to be done (tune-up, alignment, etc.).
- F. Items shall not be accepted more than one day prior to the time the work is to be initiated.
- G. Anyone who brings a vehicle to the College for repair must be able to show proof of ownership by presenting the registration card when he receives a work order. If the person is a single student living at home and using his/her parents' vehicle as transportation, he/she must bring the registration card before any work can be performed. If the student is married, the vehicle must be registered in the student's or student's spouse's name.

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H. Any person violating these rules will be subject to the following:

1. Be required to pay the full retail cost at the going price, including labor.
2. Never be allowed to bring anything else into the College for repair.
3. Be subject to termination or expulsion from the College.

II. CHARGES AND RELATED PROCEDURES

- A. Customers will be required to pay for all parts and materials. Charges shall be based on College cost of materials and parts. A charge of 10 percent above all materials' and parts' cost will be added to cover cost of expendable items such as grease, tape, etc.
- B. Materials and parts normally carried in shops for students' training or for construction of training aids are not to be used in repairing of customer items.
- C. The College will not acquire materials and/or supplies for live work projects. Students, employees, and other authorized persons will be expected to provide their own parts, supplies, and materials for any project involving a work order.
- D. The College will continue to charge an additional 10 percent of the invoice or fair value price of a part, material, or supply provided by the person responsible for the work order. Where an item is normally procured by this College in lots or bulk, such as lumber, electrical wire, etc., the Business Office shall prescribe customer costs for such items. Customer cost must include cost for such items. Customer cost must include College cost plus at least 10 percent. Further, shop instructors shall, in coordination with the Vice President for Academic and Student Affairs, determine and prescribe minimum sale quantity to preclude loss to the College of non-usable residue. For example, plywood should not be sold in sizes less than one-half of a sheet.
- E. All payment of bills will be made by the customer in the Business Office upon completion of work. No credit will be extended to students, and students must pay cash in full to the Business Office prior to release of the real work project.
- F. Funds derived from this source shall be deposited in the local operating fund as income.
- G. It is emphasized that the intent of charges is to make this "Real Work" program completely self-supporting; profit is not the objective.

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III. SUPERVISION

- A. Instructors shall ensure that all "Real Work" is performed while on College property. Any exceptions shall be approved only by the College President.
- B. Instructors are responsible for ensuring that instructional objectives and effective teaching methods are employed and good public relations maintained.
- C. Work orders shall be prepared in triplicate. One copy will be retained in the files of the shop involved for two years; one copy will be retained by the Business Office to support financial records; and one copy will be provided to the customer.
- D. "Real Work" shall not be performed on any item for anyone where that item is used in business or industry without the specific approval of the President. The intent here is to limit such work to items used for personal pleasure, convenience, or comfort.
- E. Instructors accomplishing real work where students are not involved shall do so on their own time, and shall perform such work only where consistent with the policies outlined herein.
- F. Any exception to the Real Work Policy will require approval of the College President on an individual basis.

IV. REAL WORK, COSMETOLOGY

"Real Work," as it relates to the Cosmetology Department, will be accomplished according to the following rules and regulations:

A. Authorized Customers

All customers must be over 18 years old and present proof of age at the time of service. Customers may include the following:

- 1. College students
- 2. College employees
- 3. General public

B. Procedures

Service shall be on a first-come, first-served basis by appointment. Service will be provided only on days and times as specified by the Department Head and posted in the Cosmetology Lab.

C. Charges and Related Procedures

- 1. A cost sheet for each type of service provided will be posted in the Cosmetology Lab.

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2. A work order, listing services provided and the cost of each service, will be completed on each customer.

3. Monies collected will be turned in to the Business Office twice daily, once at the close of day classes and again at the close of evening classes. These monies will be turned in by the instructor in charge, and it will be verified by the Business Office as to its accuracy.