

1 EDUCATION AND WORKFORCE DEVELOPMENT CABINET

2 Kentucky Board of Education

3 Department of Education

4 (Amendment)

5 780 KAR 2:040. Live work projects.

6 RELATES TO: KRS **156.802(3)** [~~151B.025(3)~~]

7 STATUTORY AUTHORITY: KRS **156.802(3)** [~~151B.025(3)~~]

8 NECESSITY, FUNCTION, AND CONFORMITY: **156.802(3)** [~~151B.025(3)~~] gives the

9 **Kentucky Department of Education** [~~Office of Career and Technical Education~~] the

10 responsibility for all administrative functions of the state in relation to the management, control,

11 and operation of state-operated secondary area vocational education and technology centers. This

12 administrative regulation establishes the procedures for accepting live work projects in a

13 Kentucky TECH facility.

14 Section 1. Definitions. (1) "Kentucky TECH" means the system of state-operated secondary

15 technical education programs.

16 (2) "Live work" means a project, which meets a curriculum requirement, completed for an

17 individual or organization.

18 Section 2. A Kentucky TECH school may accept live work projects if the administrative and

19 instructional staffs deem them appropriate for training purposes.

20 Section 3. A Kentucky TECH school that accepts live work shall adhere to the requirements

21 established in this section.

- 1 (1) All services performed shall be documented on a completed Work Order - Agreement Work  
2 Order form.
- 3 (2) The school administrator shall be responsible for all unused work order forms and assigning  
4 and recording all services performed in a work order log [~~book~~].
- 5 (3) An individual or organization requesting live work shall be provided a copy of the school's  
6 policy for accepting and performing live work. A person committing live work shall sign the  
7 **Work Order Agreement Form** [~~policy form~~] indicating that he/**she** understands the policies  
8 and agrees with them.
- 9 (4) A live work order shall be approved and initialed by the school administrator and by the  
10 instructor of the class. Live work shall not be approved for an instructor in his/**her** program for  
11 his/**her** own personal use.
- 12 (5) If a live work project requires more than one (1) hour labor, the individual or organization  
13 requesting the live work shall pay the fee established in 780 KAR 2:140, Section **8** [~~9~~].
- 14 (6)(a) Except as provided in paragraph (b) of this subsection, a person or organizations for whom  
15 live work is accepted shall purchase the necessary materials for the job to be completed.
- 16 (b) With the permission of the person or organization, the school may purchase the materials and  
17 recover the costs of the materials plus twenty (20) percent for handling. [~~The Kentucky TECH~~  
18 ~~school may require the students participating in the live work project to reimburse or purchase~~  
19 ~~the materials required for the project~~].
- 20 (7) A payment shall not be handled by an instructor. Live work orders shall not be released until  
21 payment for parts, supplies, and other cost items has been made and documented by authorized  
22 personnel in the school.

1 (8) Projects of a family member or other individual shall not be accepted in the name of a student  
2 **or the instructor.**

3 (9) A school employee shall not:

4 (a) Guarantee or be liable for live work; or

5 (b) Be responsible for the theft or loss of an article left in a school.

6 Section 4. A Kentucky TECH school shall not be obligated to accept live work projects. Live  
7 work of a production nature and in competition with business or industry or for the purpose of  
8 making a profit shall not be done.

9 Section 5. Incorporation by Reference. (1) "Education Work Order - Agreement form", **August**  
10 **2019** [~~July 2008~~], is incorporated by reference.

11 (2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at  
12 the **Kentucky Department of Education** [Office of Career and Technical Education], **300**  
13 **Sower Boulevard, 5<sup>th</sup> Floor** [~~Capital Plaza Tower, 20<sup>th</sup> Floor, 500 Mero Street~~], Frankfort,  
14 Kentucky 40601, Monday through Friday, 8 to 4:30 p.m. (17 Ky.R. 717; eff. 10-14-90; Am. 22  
15 Ky.R. 357; 724; eff. 10-5-95; 26 Ky.R. 2319; 27 Ky.R. 961; eff. 10-16-2000; 35 Ky.R. 1854;  
16 2223; eff. 5-1-09.)