

# MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

SECTION: PROGRAMS

TITLE: OUTSIDE WORK REQUESTS

ADOPTED: July 1, 1991

REVISED: October 11, 2010

135. OUTSIDE WORK REQUESTS	
1. Purpose	All supplemental work and services performed by students shall be relevant to the established course outline and shall provide an experience that will be of instructional value to the students.
2. Guidelines	<p>When a request by a staff member to another instructor is made that will assist personnel within the building to maintain and/or equip the building, the procedure will be a simple, verbal request by the person requesting the service. Requests must be approved in advance by the Director or designee of the Middle Bucks Institute of Technology.</p> <p>When a person outside of the building, not a member of the staff, or a member of the staff requests that a service be rendered that will be beneficial to the party requesting same, the person will be required to obtain a Work Order from the Vocational Supervisor prior to commencement of any work by the instructor.</p> <p>A service fee that is appropriate should be charged to the person(s) who requires such service. This fee must be paid in advance, and a receipt obtained from the Business Office. Considered in the fee shall be charges for depreciation of equipment used. There shall be no exceptions to this rule.</p>