

# Board Policy

## Income from ESBOCES Shop Sales and Services

The Eastern Suffolk BOCES customer service program is offered to provide work experience to students. These work experiences are an integral part of the instructional program -- the particular work, sequence, and time requirements shall be determined solely on the basis of the needs of the student learners.

### **Administrative Responsibility**

The principals will assume overall administrative responsibility for the initiation, operation, scheduling, and financial accounting of all customer services performed with appropriate staff before work is accepted.

### **Charges**

Individuals and organizations requesting customer services will be charged as follows:

1. all will pay the net cost of parts and materials;
2. all will pay a minimum fee of five dollars (\$5); and
3. all, except tax exempt organizations, will pay the appropriate sales tax on parts and materials.

All charges will be paid in advance of receipt of finished work. Any money received in excess of costs and charges will be returned to the customer. Work not claimed or picked up thirty (30) days after notification to the customer of completion of work may be subject to sale by ESBOCES for reclaiming expended funds.

### **Hold Harmless Agreement**

All individuals or groups using customer services do so at their own risk. Before any work is done, the customer shall sign an agreement holding harmless ESBOCES, its administrative employees, faculty, and students against all loss, failure, and/or injury sustained as a result of the customer's voluntary action in requesting the particular service.

### **Procedures/Work Quality**

Businesslike procedures shall be established for acceptance of work, the writing of orders, the scheduling and completion of work, the purchasing of parts and materials, and the billing of charges.

Students performing services shall be under the supervision of ESBOCES employees, who will inspect all work to determine its quality. It is expected that the work performed in the customer

service programs will reflect credit to the occupational and technical education provided in the area centers.

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