

## **TIME & EFFORT POLICY**

**Purpose:** Time and effort reports are required to show that federal funds are charged only for time actually spent on allowable costs. Promontory School acknowledges that the school will take federal grant funds and will comply with all necessary measures accordingly.

**Policy:**

Time and effort reports documentation of all certified staff time spent working within federal awarded grants and other federal, state, or local fund sources shall be collected and certified monthly by the signature and date of the individual employee and their supervisor.

For employees who work in other areas of the school, in addition to a particular federal grant, all hours of the employee will be included on the multiple programs' state Personnel Activity Reports (PAR) form. If the employee only worked in one federal grant, the single federal program state form will be used. This applies to both full time and part time employees, salaried or hourly.

**Procedure:**

The nature of the specific documentation required depends on the extent to which the employee's total compensation comes from federal funds or from state/federal special education funds and whether the employee is exempt or non- exempt under the Fair Labor Standards Act (FLSA).

Documentation shall include:

- The employee's time. For all FLSA non-exempt employees who are compensated with any federal funds or state/federal special education funds, the time clock system shall document time records showing the total number of hours worked each day.
  - Any non-exempt employee not using the time clock system, shall submit a written timesheet for each monthly pay period.
  - Employees who are paid only with federal special education funds, or only with state special education funds, or with a combination of federal and state special education funds, shall be required to sign the Semi Annual Certification form specifying the cost objective, grant program, fund code, and distribution of time. This also applies to employees paid from non- special education federal funds. The employee's supervisor shall review the form, confirm its accuracy, and also sign the form.
- Employees who are paid in part from special education funds and in part with funds from other sources shall complete the Semi Annual Certification form. . The employee shall sign the form to confirm its accuracy and the employee's supervisor shall also review the form, confirm its accuracy, and also sign the form.

- The actual (not budgeted) time spent by the employee on activities of the federal programs being charged.
- The period covered by the documentation.
- All of the employee's time for the period covered.
- Any other documentation required by the federal funding.