

## EMPLOYEE TIME AND EFFORT REPORTING POLICY

### I. Purpose

- A. To ensure that federal funds are used only for personnel, programs and activities that fulfill federal program requirements.
- B. To provide reasonable documentation that federal funds are used for federal programs.

### II. Scope

- A. This policy and related procedures and forms shall be used by ALL Valley Academy Charter School (VAC ) employees (“eligible employees”) who are paid in part or in whole with federal funds.
- B. VAC administrators will inform employees if they are required to follow this policy and procedures.

### III. General Provisions

- A. Eligible employees do not need to fill out a daily or weekly personnel activity report.
- B. Eligible employees may support a distribution of their salaries and wages through documentation of an established work schedule that meets federal standards—and the requirements of this policy and accompanying forms.
- C. VAC administrators will designate eligible employee and ensure that they are using VAC approved forms.

### IV. Employees or employee schedules must:

- A. Indicate the specific activity or cost objective (VAC will use “specific activity” language) that the employee worked on for each segment of the employee’s schedule.
- B. Account for the total hours for which employee is paid during the period designated on the form.
- C. Be certified (fill out the form that accompanies this policy, including supervisor signature) at least semiannually (between June 30 and December 30) and signed by the employee and a supervisor with firsthand knowledge of the work performed by the employee.
- D. If an employee’s schedule is changed significantly or for a prolonged period (administrators are responsible for determining a “significant change,” typically two weeks or more):
  - 1. The change (including dates of the changed schedule) must be noted on the form by the employee,
  - 2. noted by the supervisor and
  - 3. “certified” consistent with IV. C., above.

### V. Administrators will make every effort to have employees work on a “single cost objective” in order to minimize record keeping for employees.

**VI. Sample/Model form (the actual form is provided with this Policy and will be provided to the employee by Administrator or Supervisor)**

| <u>Specific activity/single cost objective</u>                              | <u>Distribution of time</u> |
|---|-----------------------------|
| (1) Title I, Part A—Improving the academic achievement of the disadvantaged | 42%                         |
| (2) IDEA, Part B—federal special education                                  | 13%                         |
| (3) School (non-federal) assignment(s)                                      | 45%                         |
| <b>TOTAL</b>  | <b>100%</b>                 |

**TIME AND EFFORT CERTIFICATION**  
**For Employees with Fixed Schedules**

Employee: \_\_\_\_\_

Position: \_\_\_\_\_

School: \_\_\_\_\_

Certification period: (day)\_\_\_\_/(month)\_\_\_\_/(year)\_\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Type of schedule

\_\_\_\_\_ daily

\_\_\_\_\_ weekly

\_\_\_\_\_ bi-weekly

Program/Cost objective \_\_\_\_\_ Distribution of time

TOTAL

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I verify that I performed work consistent with the attached schedule and as distributed in the above percentages during the Certification Period:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

I certify that I have firsthand knowledge that the above employee performed work consistent with the attached schedule and as distributed in percentages during Certification Period:

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date