

## **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.

Documentation shall include:

- The employee's time,
- 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.