



Time and Effort Policy

Village Green Virtual

Presented to the Board of Trustees

June 7, 2016

In accordance with federal funds program oversight regulations the Village Green Charter School has in place the following Time and Effort Policy.

In order to assure the RI State Department of Education that federally funded employees must:

- Sign on a semi-annual basis a Time and Effort accountability form as provided by the Title I, Title IIA and IDEA Part B coordinator

The semi-annual Time and Effort form must contain the following:

- An acknowledgement that the employee is paid either fully or partially with federal funds
- Which fund program they are associated with
- Hours per week worked
- Duties performed in support of the federally funded position
- Signature with statement of assurance of veracity

If the either Coordinator or Employee fails to comply with the Time and Effort Policy then a letter of reprimand will be placed in their file within ten days of the missed deadline.