



# OGDEN PREPARATORY ACADEMY

## Official Policy

### 3. Fiscal Management

#### 3.10.POL Time and Effort Policy

**Effective/Revision Date:** 06/12/2019

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Ogden Preparatory Academy employees' compensation is based on records that accurately reflect the time and effort work that is performed.

Time and effort certification forms shall be prepared monthly and maintained by the Human Resources Department. All affected employees shall sign certification forms following the time worked. Time and effort certification forms shall be signed by a supervisor or the Human Resources Director.

#### **Salaried Employees**

Salaried employees are paid based on their agreements and assignments. Time and effort certification forms shall account for 100% of the assignment of an employee by funding source.

#### **Non-Salaried Employees**

Non-salaried employees are paid based on their time clock hours. Time and effort sheets shall be printed from the time clock program monthly. Employee funding sources shall be noted on the time and effort sheets.

#### **Terminated Employees**

The final time and effort certification form for a terminated employee shall be signed by a supervisory official having firsthand knowledge of the work performed by the employee.

#### **Retention**

Time and effort certification forms shall be maintained according to the OPA Human Resources document retention schedule.

#### **Review**

Funding sources and assignments shall be reviewed at least annually to ensure assignments align with funding guidelines.

### Document History

Approved: 06/12/2019

### Legal References

