

SUPERINTENDENT
Allan J. Mucerino, Ed.D.
9 KPC Parkway
Corona, CA 92879
P: (951) 509-5070
F: (951) 509-6070



ALVORD UNIFIED SCHOOL DISTRICT
All students will realize their unlimited potential
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EQUITY AND ACCESS
Georgina Ramirez, Director II
9 KPC Parkway
Corona, CA 92879
P: (951) 509-5065
F: (951) 509-6153

Alvord Unified School District

Resolution No. 35

Time and Effort Documentation Extraordinary Circumstances

WHEREAS, The Board of Education is committed to keeping accurate records at all times and will adopt the following procedures in the event of extraordinary circumstances.

WHEREAS, When an emergency or period of extraordinary circumstances is declared by the superintendent or designee disrupting normal work activities, such as, but not limited to, public health crisis and natural disaster, and resulting in closure of schools, facilities, or programs, time and effort documentation requirements will remain in effect during that period. Steps to adjust time and effort reporting may be necessary to meet the immediate health and safety needs of students and employees while ensuring documentation is maintained to support the use of federal and state categorical program funds during this period.

WHEREAS, The following guidelines will take effect:

- I. Documenting Time and Effort During Extraordinary Circumstances
 - a. Time Reporting Documentation matrix is included to summarize the required documentation for all categorical funded personnel during extraordinary circumstances. (Attachment 1)
- II. Monitoring and Submitting Time and Effort Documentation During Extraordinary Circumstances
 - a. Time and effort documentation will be submitted weekly electronically or scanned for submission to employee's supervisor for review and approval. Once approved, employee's supervisor, will submit to district Title 1 coordinator for reporting and record keeping purposes. All documentation will be retained for a period of 5 years.
 - b. Title 1 Coordinator will review completed time and effort documentation. If the actual hours worked documented per the time and effort certification are different from the employee's budgeted time, adjustments must be entered into the payroll system so that the time worked is reflected and charged to the appropriate program.
 - c. Under extraordinary circumstances, deadlines to complete time and effort documentation may be adjusted accordingly and will be communicated as needed.
(Attachment 2 – Time and Effort Forms to be used during Extraordinary Circumstances)
- III. Employees Unable to perform their duties
 - a. Employees paid from any federal/state categorical funding source who are unable to perform their normal duties due to school closures or any extraordinary circumstance will be reassigned where feasible or place on paid leave based on existing paid leave policy. (Attachment 3)

IV. Waivers

- a. Any waivers of time and effort reporting requirements from federal awarding agencies will be applied to procedures when appropriate.

THEREFORE, The Board of Education of the Alvord Unified School District acknowledges the need to adjust time keeping efforts during a period of declared extraordinary circumstances as outlined in the above resolution.

APPROVED AND ADOPTED on this 21st day of January 2021.

Ms. Lizeth Vega, President
Board of Education



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