

TIME AND EFFORT DOCUMENTATION

Athens City Schools (ACS) shall maintain Time and Effort documentation in accordance with all applicable federal and state laws, regulations, and guidance, including but not limited to requirements set forth by the U.S. Department of Education.

Time and effort documentation for employees paid in whole or in part with federal funds shall be completed using the ACS current procedures in effect at the time services are performed. These procedures are designed to ensure that salaries and wages charged to federal programs accurately reflect the work performed and are properly supported.

ACS reserves the right to revise Time and Effort procedures as necessary to remain compliant with updated guidance, audit findings, or changes in federal or state requirements. All affected employees and supervisors are responsible for adhering to the procedures.

SOURCE: Athens City Board of Education, Athens, AL

ADOPTED: March 24, 2026