

# ENTHEOS ACADEMY

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EXCELLENCE • SERVICE • LEADERSHIP

## # 3600 ENTHEOS ACADEMY TIME AND EFFORT POLICY

### **Purpose**

Entheos Academy Charter School acknowledges that the School will take federal grant funds and will comply in all necessary measures accordingly.

### **Policy**

- I. Time and Effort documentation of time spent by employees working within federal grants will be created and certified monthly by signature and date of the employee working in the grant and the supervisor of the employee.
- II. 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 Report (PAR) form. If the employee only worked in one federal grant then the single federal program state form will be used.