

Policy Type: Financial Policy

Title: Time and Effort Policy

Effective: May 20th, 2026

Purpose

The purpose of this Time and Effort Policy is to establish general expectations, responsibilities, and procedures for Custom Class Charter School (“Custom Class”) in a manner consistent with applicable law, Utah State Board of Education rule, and the school’s flexible instructional model.

1. General Policy Statement

Custom Class adopts this policy to support lawful, safe, effective, and mission-aligned school operations. The Governing Board authorizes school administration to implement this policy through procedures, forms, training, and operational practices that are appropriate for Custom Class’s online, hybrid, community-based, and in-person programs.

This policy is intended to be applied flexibly and reasonably. When operational details are not specifically stated in this policy, school administration may establish procedures consistent with the policy, applicable law, and Board direction.

2. Time and Effort Documentation

Employees whose compensation is charged in whole or in part to federal awards or other restricted funds shall maintain time and effort documentation sufficient to support payroll charges in accordance with Uniform Guidance and grant requirements.

Documentation may include personnel activity reports, certifications, time records, schedules, attestations, or other records permitted by the applicable grant and federal requirements.

3. Review and Adjustment

Custom Class shall review time and effort records periodically and make payroll or accounting adjustments when actual work performed differs materially from the budgeted or charged distribution. Supervisors and employees shall certify records when required.

Administration and Review

School administration may maintain procedures, forms, training materials, agreements, and internal guidance necessary to implement this policy. The Governing Board may review and revise this policy periodically to reflect legal updates, USBE guidance, operational needs, or Board direction.

Nothing in this policy creates a private right of action, contract right, or entitlement beyond that required by applicable law. If any provision conflicts with controlling law, the law shall govern and the remaining provisions shall continue in effect.

Certification

The undersigned officers and/or Board of Directors of Custom Class Charter School certify that this policy was duly adopted as of the date below.

Signature:

A handwritten signature in black ink, appearing to read "Matthew J. Middione". The signature is written in a cursive style with a large initial 'M'.

Matthew J. Middione - Board Chair

Signature:

A handwritten signature in black ink, appearing to read "Douglas Reed". The signature is written in a cursive style with a large initial 'D'.

Douglas Reed - Board Vice Chair

Effective Date: May 20th, 2026

Revised Date:

References

2 CFR § 200.430(i); Uniform Guidance