

“Grantees and Contractors are hereinafter referred to as Contractor.”

Personnel time tracking is required for all staff, the prime contractor, subcontractors, consultants, and mini contractors, who are dedicating their time to the Nutrition Education and Obesity Prevention Branch (NEOPB), Supplemental Nutrition Assistance Program Education (SNAP-Ed) Program.

The contractors will need to inform their assigned CM and PO of any staff and/or duty change during the contract year.

### **600.1 Staff Dedicating 100 Percent Full Time Equivalent to SNAP-Ed**

There are two documents required for staff dedicating 100% Full Time Equivalent (FTE) to the SNAP-Ed contract.

#### **1. Semi-Annual Certificate of Activity (Appendix 13)**

All staff dedicating 100 percent FTE to the NEOPB SNAP-Ed Program must complete the Semi-Annual Certificate of Activity form twice a year. This form must be signed and dated directly after the reporting period by both the employee and supervisor. The signed and dated form must be maintained on file at the contractor's office for up to three years after the end of the agreement term and must be available for fiscal review.

#### **2. Duty Statement (Appendix 12)**

Contractors must submit a signed and dated duty statement for all staff dedicating 100 percent FTE to their assigned Contract Manager (CM). The staff and supervisor must both sign and date the duty statement and print on agency letterhead. The signed and dated duty statement must be maintained on file at the contractor's office for up to three years after the end of the agreement term and must be available for fiscal review.

### **600.2 Staff Dedicating less than 100 Percent Full Time Equivalent to SNAP-Ed**

All staff dedicating less than 100 percent FTE to the SNAP-Ed contract are required to complete a bi-weekly time and efforts method to documents and allocate personnel time spent on allowable SNAP-Ed activities. There are three methods to use:

#### **1. Nutrition Education and Obesity Prevention Branch Bi-Weekly Time Log (Appendix 10):**

NEOPB Bi-Weekly Time Log (BWTL) form is required for any staff dedicating less than 100% FTE to SNAP-Ed. The BWTL must include the SNAP-Ed program hours worked, either as direct delivery, administrative, or physical activity, as well as prorated paid time off. The BWTL for each reporting period is available on the NEOPB website, <http://www.cdph.ca.gov/programs/neop/Pages/WeeklyTimeLogs.aspx>.

#### **2. Alternative or Automated Bi-Weekly Time Log:**

An alternative or automated BWTL may be used for any staff dedicating less than 100% FTE to SNAP-Ed. The alternative or automated BWTL request must be submitted annually to the CM and PO for review and receive written approval by NEOPB management prior to implementation.

For alternative BWTL, use the ‘Request for Alternative Bi-Weekly Time Log’ (Appendix 16) and provide a hard copy of the alternative time record document. For automated BWTL, use the ‘Request for Automated Bi-Weekly Time Log’ (Appendix 17) and provide a hard copy of the automated time record printout. Once the requested document has been approved, a written approval will be sent for the contractor’s records. The written approval will need to be provided during fiscal review.

### **3. Quarterly Time Study (Appendix 11):**

An alternate time and effort method to the BWTL is a Quarterly Time Study (QTS) and may be used for any staff dedicating less than 100% FTE to SNAP-Ed. The request for the QTS must be submitted annually to the assigned CM and PO by July 15th to be forward to USDA Regional Office for review and written approval prior to implementation. Contractors must submit a written justification to why they will be using the QTS in lieu of the BWTL with their QTS request form. In the justification, it should state how/why the QTS will accurately reflect staff time for allowable SNAP-Ed activities. With the QTS request form, include a hard copy of the proposed QTS document to be reviewed. Once the agency receives written approval, the contractor must keep a copy of the official approval for the contractor’s files.

The QTS requires individual staff members to record their activities every day for one month per quarter. The total time recorded for the month is then projected across the remaining two months of the quarter (i.e., the amount of time is multiplied by three), but no additional timekeeping is required within the given quarter. The month for each quarter is rotated for subsequent quarters (e.g., the first month of the first quarter, the second month of the second quarter, the third month of the third quarter, and the first month of the fourth quarter). The QTS must be signed and dated by the employee contributing time. The QTS must also be signed and dated by a supervisor or designee who can verify the time recorded.

The QTS is not appropriate if the organization does not have evenly distributed personnel costs. For example if the Contractors program activities are grouped into one or two weeks of a quarter, it is not reasonable and necessary to keep a record of all time spent on the program during those two weeks and project the recorded hours over the remaining weeks that normally have little or no activity. In addition, school districts with several weeks of summer or off-track vacation weeks with little or no activities should not use the QTS.

### **600.3 Reporting of Absences, Vacation and/or Leave**

Paid absences, vacation, and/or leave being reimbursed with SNAP-Ed funds must be reported on the NEOPB BWTL, alternative BWTL or approved QTS. Staff not 100% FTE, the leave time must be prorated based on the FTE for the employee. Absences, vacation and other leave time not invoiced to NEOPB should not be reported on the BWTL, alternative BWTL, or approved QTS.

**600.4 Supervisor Signatory Authority for Time Records**

The authority signatory on the BWTL, alternative BWTL, approved QTS, Semi-Annual Certificate of Activity form, or Duty Statement should have direct knowledge of the staff's SNAP-Ed activities and the agency authorizes the person to sign. The signatory does not need to be a supervisor. This means the Project Director may sign the documents. The Project Director cannot be the authority signatory on their own time record document.

**600.5 Supervisor Signatory Transmittal Form**

In lieu of signing each time and effort sheet individually, supervisor may sign a Time Log Transmittal Sheet (Appendix 17) to approve no more than 20 NEOPB BWTL, alternative BWTL, and/or approved QTS.

**600.6 Time Reporting Method and Record Retention**

The BWTL, alternative BWTL, and/or approved QTS must include the staff's SNAP-Ed Program hours worked, either as direct delivery, administrative, or physical activity, as well as prorated paid time off. The time reporting method must be in increment of hours (.25, .50, .75, or 1.00) and not percentages of time spent on SNAP-Ed activities. The time documents must be completed, signed, and dated by the individual employee, based upon actual hours worked for NEOPB SNAP-Ed Program activities. The documents must be signed and dated by a supervisor or designee who can verify the time recorded. The signed and dated document must be maintained on file at the contractor's office for up to three years after the end of the agreement term and must be available for fiscal review