

Book	Policy Manual
Section	300 Employees
Title	Freedom of Speech in Nonschool Settings
Number	320
Status	From PSBA
Legal	1. 24 P.S. 510
	2. Pol. 317

### **Authority**

The Board acknowledges the right of administrative, professional **and classified** employees as citizens in a democratic society to speak out on issues of public concern. When those issues are related to the school **district** and its programs, however, the employee's freedom of expression must be balanced against the interests of this district.

The Board adopts this policy to clarify situations in which an employee's expression could conflict with the district's interests.**[1]**

In situations in which a **district** employee is not engaged in the performance of **assigned** duties, s/he shall:

1. Refrain from comments that would interfere with the maintenance of student discipline.
2. Refrain from making public statements about the district known to be false or made without regard for truth or accuracy.
3. Refrain from making threats against co-workers, supervisors or district officials.

Violations may **result in** disciplinary action, **in accordance with Board** policy.**[2]**



Book	Policy Manual
Section	300 Employees
Title	Political Activities
Number	321
Status	From PSBA
Legal	<del>1</del> , 24 P.S. 510 <del>2</del> . Pol. 707 <del>3</del> . Pol. 317

### **Authority**

The Board recognizes and encourages the right of administrative, professional **and classified** employees, as citizens, to engage in political activity. However, district time, **resources**, property **or equipment** may not be used for political purposes **by district employees** when performing assigned duties.

Employees shall **not** engage in political activities during assigned **work** hours on property under the jurisdiction of the Board, unless permission has been granted for **such purpose in accordance with Board policy**.~~[1]~~[2]

Collection of and/or solicitation for campaign funds or campaign workers **shall be** prohibited on school property during working hours.

The use of students for writing, addressing or distributing partisan political materials **shall be** prohibited.

District employees who hold elective or appointed office **shall not be** entitled to time off from **assigned** duties for reasons incident to such offices, except as such time may qualify under the leave policies of the Board.

The following situations **shall be** exempt from the provisions of this policy:

1. Discussion and study of politics and political issues when **applicable to the curriculum and appropriate to** classroom studies.
2. Conduct of student elections and connected campaigning.
3. Conduct of employee representative elections.

Violations may **result in** disciplinary action, **in accordance with Board policy**.~~[3]~~



Book	Policy Manual
Section	300 Employees
Title	Gifts
Number	322
Status	From PSBA
Legal	1, 24 P.S., 510

### **Authority**

The Board considers the acceptance of gifts by administrative, professional **and classified employees** an undesirable practice.

It is the policy of the Board that staff members not accept gifts of significant value, **as determined by the immediate supervisor.**<sup>[1]</sup>

The Board shall consider as appropriate and welcome letters to staff members expressing gratitude or appreciation by students and parents/guardians.

### **Delegation of Responsibility**

The Superintendent **or designee** may approve acts of generosity to individual **district employees** in unusual situations but shall report such instances to the Board on a timely basis.

Last Modified by Elizabeth Flood on July 9, 2015



Book	Policy Manual
Section	300 Employees
Title	Tobacco
Number	323
Status	From PSBA
Legal	<p>1. 35 P.S. 1223.5</p> <p>2. 20 U.S.C. 7183</p> <p>3. 24 P.S. 1302.1-A</p> <p>4. 24 P.S. 1303-A</p> <p>5. 22 PA Code 10.2</p> <p>6. 22 PA Code 10.22</p> <p>7. 18 Pa. C.S.A. 6305</p> <p>8. Pol. 805.1</p> <p>20 U.S.C. 7181 et seq</p>

### **Purpose**

The Board recognizes that tobacco use during school hours and on school property presents a health and safety hazard that can have serious consequences for the user and the nonuser and the safety of the schools.

### **Definition**

For purposes of this policy, **tobacco includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or material and smokeless tobacco in any form.**<sup>[1]</sup>

### **Authority**

The Board prohibits tobacco use by administrative, professional and classified employees in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.<sup>[1][2]</sup>

**The Board may designate specific areas for tobacco use by district employees on property owned, leased or controlled by the district that is at least fifty (50) feet from school buildings, stadiums and bleachers.**<sup>[1]</sup>

The Board prohibits tobacco use by **district** employees at school-sponsored activities that are held off school property.<sup>[1]</sup>

The district shall **annually** notify employees about the **Board's** tobacco policy by **distributing it through** handbooks, newsletters, posted notices, and other efficient methods.<sup>[1]</sup>

### **Guidelines**

**The Superintendent or designee may report incidents involving the sale of tobacco to minors by employees on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.**<sup>[3][4][5][6][7][8]</sup>

**In accordance with state law, the Superintendent shall annually, by July 31, report** incidents of possession, use or sale of tobacco on school property to the Office for Safe Schools on the required form.<sup>[4][8]</sup>





Book	Policy Manual
Section	300 Employees
Title	Personnel Files
Number	324
Status	From PSBA
Legal	1, 24 P.S. 510 2, 42 U.S.C. 2000ff et seq 3, 42 U.S.C. 12112 4, Pol. 800 5, 43 P.S. 1321 6, 43 P.S. 1322 7, 22 PA Code 403.4 8, 20 U.S.C. 6311 9, 20 U.S.C. 7801 10, Pol. 304 11, 22 PA Code 403.5 22 PA Code B.1 et seq 23 Pa. C.S.A. 6301 et seq 43 P.S. 1321 et seq 42 U.S.C. 12101 et seq 8 CFR 274a.2 12, 23 Pa. C.S.A. 6344 13, 24 P.S. 111

### Authority

Orderly operation of the school district requires maintaining a file for the retention of all records relative to an individual's duties and responsibilities as an administrative, professional or classified employee of the district.

The Board requires that sufficient records be maintained to ensure an employee's qualifications for the job held; compliance with federal and state requirements and local benefit programs; conformance with Board policies, ~~administrative regulations~~, rules and procedures; and evidence of completed evaluations. [1] (delete)

### Delegation of Responsibility

The Board delegates the establishment and maintenance of official personnel records to the Superintendent or designee, who shall prepare ~~administrative regulations~~ defining the material to be incorporated into personnel files. (delete)

### Guidelines

A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.

Medical records shall be kept in a file separate from the employee's personnel file. [2][3]

Only information that pertains to the professional role of the employee and is submitted by duly authorized administrative personnel and the Board may be entered in the official personnel file. A copy of each entry shall be made available to the employee, except for matters pertaining to pending litigation or criminal investigation.

Personnel records shall be available to the Board but only as required in the performance of its designated functions as a Board and as approved by a majority vote of the Board.

Personnel files shall be reviewed at intervals established by the district, and material no longer required shall be destroyed. [4]

### Employee Access

Administrative, professional and classified employees shall have access to their own file. Information relative to confidential employment references/recommendations are not part of the personnel file and shall not be available for review by the employee. [5][6]

Personnel who wish to review own records shall:

1. Request access in writing.
2. Review the record in the presence of the administrator or designee responsible to maintain personnel records.
3. Make no alterations to the record, nor remove any material.

4. Sign a log attached to the file indicating the date and **individual** reviewing.

#### Appeals

Personnel choosing to appeal material in **own** records shall make a written request to the administrator delegated to maintain the records and shall specify:

1. Name and date.
2. Material to be appealed.
3. Reason for appeal.

The responsible administrator shall refer the appeal to the administrator directly involved and permit the addition of employee comments.

#### File Contents

Upon initial employment, the employee's file shall contain:

1. Completed employment application form.
2. Copy of certificate, where applicable.
3. Transcripts.
4. Letters of recommendation.
5. Retirement registration.
6. Annuity forms.
7. Insurance beneficiary forms.
8. Criminal history and **child abuse** clearance statements, and **Arrest or Conviction Report.**[12][13]

During the period of employment, the following additional data **may** be maintained in personnel files:

1. Rate of compensation.
2. Completed copy of employment contract, where applicable.
3. Attainment of advanced degrees and effect on compensation.
4. Attendance record.
5. Completed evaluations.
6. Disciplinary incidents.
7. Special awards or distinctions.

#### Title I Schools

In accordance with law, the district shall release to parents/guardians, upon request, information regarding the professional qualifications and academic degrees of any teacher providing instruction to their child at a school receiving Title I funds. The district shall annually notify parents/guardians at the beginning of the school year about their right to request such information.[7][8][9][10]

The district shall notify parents/guardians of students attending Title I schools when their child has been assigned to or taught for four (4) or more consecutive weeks by a teacher who is not highly qualified, as defined by federal law.[7][8][9]

In accordance with law, the district shall release to parents/guardians, upon request, the qualifications of any paraprofessionals who provide instructional support to their child at a school receiving Title I funds. The district shall annually notify parents/guardians at the beginning of the school year about their right to request such information.[11][8][10]

Book	Policy Manual
Section	300 Employees
Title	Dress and Grooming
Number	325
Status	From PSBA
Legal	1, 24 P.S. 510

### **Authority**

Administrative, professional **and** classified employees set an example in dress and grooming for students and the school community. Employees' dress should reflect professional status in order to have a positive influence on the district's programs and operations.

The Board has the authority to specify reasonable dress and grooming requirements, within law, for all district employees to prevent an adverse impact on the educational programs and district operations.<sup>[1]</sup>

When assigned to district duties, employees shall be physically clean, neat, well-groomed and dressed in a manner consistent with assigned job responsibilities, so as not to cause a safety or health hazard.

Classified employees shall be required to utilize safety gear and wear a designated work uniform when performing assigned duties.

### **Delegation of Responsibility**

If an employee feels that an exception to this policy would enable him/her to carry out assigned duties more effectively, a request should be made to the immediate supervisor.



Book	Policy Manual
Section	300 Employees
Title	Complaint Process
Number	326
Status	From PSBA
Legal	24 P.S. 510

### **Authority**

It is the Board's intent to establish reasonable and effective means of resolving conflicts among employees to reduce potential areas of complaints, and to establish and maintain clear two-way channels of communication between supervisory personnel and **district** employees for situations not covered by the terms of a collective bargaining agreement.

There shall be no reprisals of any kind taken against any employees or their representatives because of support of or participation in a complaint.

### **Definition**

**Complaint** - any unresolved problem or interpretation of federal or state laws and regulations, Board policies, <sup>(delete)</sup> ~~or district administrative regulations, rules or procedures.~~

### **Delegation of Responsibility**

The Board **directs the Superintendent** to establish a **process that will facilitate** proper and equitable solutions to complaints **by district employees** at the lowest appropriate level.

### **Guidelines**

Complaints should be discussed in a private, informal conference between the parties involved. At least one (1) private meeting should take place between the parties before the complaint **process** is invoked.

A complainant may be represented or accompanied by anyone s/he chooses at any higher level of **the complaint process**.

If the same, or substantially the same, complaint is made by more than one **(1)** employee against one **(1)** respondent, only one **(1)** employee, on behalf of self and the other complainants, may process the complaint through the prescribed procedure. Names of all complainants shall appear on all documents related to settlement of the complaint.

In the event a complaint **shall be** filed late in the school year, both parties shall endeavor to expedite procedures so that the process may be completed as soon after the school term as practicable.

The time limits provided in this policy may be extended by mutual agreement of the parties. Any decision not appealed within the time limits from one level to the next level shall be considered settled on the basis of the last decision and not subject to further appeal.

All documents, communications, and records relevant to a complaint shall be filed in a separate file and not kept in the personnel file of any of the participants.



Book	Policy Manual
Section	300 Employees
Title	Compensation Plans/Salary Schedules
Number	328
Status	From PSBA
Legal	<u>1. 24 P.S. 1164</u> <u>2. 24 P.S. 406</u> <u>3. 24 P.S. 1075</u> <u>4. 24 P.S. 1077</u> <u>5. 24 P.S. 1089</u> <u>6. 24 P.S. 1141-1152</u> <u>7. 24 P.S. 1162</u> <u>8. 24 P.S. 1164</u> <u>9. 24 P.S. 1149</u>

### **Authority**

The Board shall **approve compensation plans, individual contracts** and salary **schedules**, based upon responsibility and performance, that **shall** provide fair and adequate financial incentive for all **administrative, professional and** classified employees.

The **administrative** compensation plan shall be determined through a good faith, meet and discuss procedure with **designated** administrators **upon written request of a majority of district administrators.**[1]

Salary schedules approved by the Board shall be in accordance with those specified in applicable collective bargaining agreements and/**or** Board **resolutions.**

Salary schedules shall be **used to set compensation** for new and inexperienced employees **and** for experienced employees new to the district, and salary adjustments that result from earning advanced degrees while employed by the district or required **by** law.[2][3][4][5][6][7][8]

### **Delegation of Responsibility**

Implementation of **the administrative compensation plan, individual contracts, collective bargaining agreements and Board resolutions regarding employee salaries** shall be the responsibility of the Superintendent.

The Superintendent **shall be** authorized to credit past experience of a **candidate when determining salary.**[9]





Book	Policy Manual
Section	300 Employees
Title	Overtime
Number	330
Status	From PSBA
Legal	<p>1. <del>43 P.S. 333.104</del></p> <p>2. <del>29 U.S.C. 207</del></p> <p>34 PA Code 231.41</p> <p>34 PA Code 231.42</p> <p>34 PA Code 231.43</p> <p>43 P.S. 333.101 et seq</p> <p>29 U.S.C. 201 et seq</p> <p>29 CFR Part 778</p>

### **Authority**

In order to ensure consistent treatment of all affected employees and compliance with applicable federal law regarding payment of overtime, the Board adopts this policy.

In accordance with **federal and state law** and this policy, applicable collective bargaining agreement or **individual contract**, overtime shall be paid for work in excess of the established workday or workweek for each **classification** of classified employees. [1][2]

No overtime shall be scheduled or worked without prior approval of the **Superintendent**.

Overtime will be paid at the rate of time and one-half the regular rate of pay when approved in advance for time worked in excess of forty (40) hours per week **(including the difference between the normal workweek and forty (40) hours)**. [1][2]

**For purposes of computing overtime, credit shall be given only for hours worked, as recorded in district records and provided by law.**

Any conflict between this policy and applicable collective bargaining **agreement or individual contract** shall be reported promptly to the Board.



Book	Policy Manual
Section	300 Employees
Title	Job Related Expenses
Number	331
Status	From PSBA
Legal	1, 24 P.S. 517

### **Authority**

The Board shall reimburse administrative, professional and classified employees for the actual and necessary expenses, including travel expenses, incurred in the course of performing services for the district, in accordance with Board policy.[1]

### **Definition**

**Full itemization - for the purposes of this policy**, shall be interpreted to include an enumeration of all items for which reimbursement is being sought, as well as an enumeration of all individuals responsible for items included on the receipt including, but not limited to, individuals present in the vehicle, individuals present at the meal and individuals staying in the lodging.

### **Delegation of Responsibility**

The validity of payments for job related expenses for all district employees shall be determined by the Superintendent or designee.

Payments shall be signed-off on by the Superintendent, Business Manager, the immediate supervisor, the Board President, or in the Board President's absence, the Board Vice-President. All four (4) signatures shall be necessary in order to receive reimbursement.

The Superintendent or designee shall <sup>(delete)</sup> develop administrative regulations for reimbursement of travel expenses, including the following:

1. Under normal conditions, employees traveling on official business shall provide themselves with sufficient funds for ordinary expenses.
2. Travel shall be by the most direct and economical route.
3. For official travel by other than automobile, the district shall arrange the advance purchase of transportation tickets.
4. In all instances of travel and job related expense reimbursements, full itemization with receipts attached shall be required.

### **Guidelines**

The use of a personal vehicle shall be considered a legitimate job expense if travel is among the employee's assigned schools, but not between home and school, and is authorized in advance by the immediate supervisor.

Use of a personal vehicle for approved purposes shall be reimbursable at the current IRS rate.

Use of a personal vehicle requires that liability insurance be provided by the employee.

Actual and necessary expenses incurred when attending functions outside the district shall be reimbursed to an employee if approval has been obtained in advance from the Superintendent.[1]

Attendance at approved events outside the district shall be without loss of regular pay, unless otherwise stipulated prior to attendance.

### **Per Diem Allowances for Meals and Incidental Expenses**

The Board shall authorize payment, in accordance with the established per diem allowances for meals and incidental expenses.

Employees shall be required to turn in itemized receipts and shall be reimbursed at the lower rate of actual expenses or per diem allowance.

Do we still want 4 signatures for reimbursement?



Book	Policy Manual
Section	300 Employees
Title	Working Periods
Number	332
Status	From PSBA
Legal	1. 24 P.S. 510 2. 24 P.S. 1504 3. Pol. 804

### **Authority**

Work schedules **required for administrative, professional and classified employees** shall be clearly specified to ensure regular **attendance by employees** and consistent operation of the district.

The Board has the authority and responsibility to determine the hours during which district programs and services shall be available to students and the community, consistent with the **administrative compensation plan, individual contracts, applicable collective bargaining agreements, and Board resolutions.**[1][2][3]

### **Delegation of Responsibility**

The Superintendent or designee shall develop <sup>(delete)</sup>~~administrative~~ **regulations** to ensure **district employees adhere to assigned** work schedules.

**Professional** personnel shall have a duty-free lunch period of not less than thirty ~~(30)~~ minutes.[2]

Professional employees **shall** remain in **classrooms** or assigned stations after **students have been discharged for the purpose of performing assigned** duties.

During the times students **shall be** in attendance, professional staff may be assigned extra or alternative duties, distributed equitably when possible, at the discretion of the building principal.

All professional staff members **shall be required** to attend each faculty meeting unless specifically excused by the responsible administrator.

In cases of excused attendance, the **professional** staff member shall meet with the building principal, at the earliest convenient time, to discuss topics of the faculty meeting.



Book	Policy Manual
Section	600 Finances
Title	Fund Balance
Number	620 - NEW
Status	From PSBA
Legal	<u>24 P.S. 218</u> <u>24 P.S. 688</u>

### **Purpose**

**The Board recognizes that the maintenance of a fund balance is essential to the preservation of the financial integrity of the school district and is fiscally advantageous for both the district and the taxpayer. This policy establishes goals and provides guidance concerning the desired level of year-end fund balance to be maintained by the district.**

### **Definitions**

**Fund balance is a measurement of available financial resources. Fund balance is the difference between total assets and total liabilities in each fund.**

**GASB Statement 54 distinguishes fund balance between amounts that are considered nonspendable, such as fund balance associated with inventories, and other amounts that are classified based on the relative strength of the constraints that control the purposes for which specific amounts can be spent. Beginning with the most binding constraints, fund balance amounts shall be reported in the following classifications:**

**Restricted - amounts limited by external parties, or legislation (e.g., debt covenants and grants).**

**Committed - amounts limited by Board policy or Board action (e.g., future anticipated costs). Action must be taken by the Board to commit fund balance for the designated purpose prior to the end of the fiscal year.**

**Assigned - amounts that are intended for a particular purpose. Generally balances in special revenue funds or capital project funds will be designated as assigned.**

**Unassigned - amounts available for consumption or not restricted in any manner.**

### **Authority**

**An official Board motion and/or resolution shall be required to establish, modify or rescind a commitment of fund balance.**

### **Guidelines**

**The school district will strive to maintain an unassigned general fund balance to preserve the financial integrity of the school district. The goal shall be to use any excess fund balance for nonrecurring expenditures; not for normal operating costs.**

### **Delegation of Responsibility**

**The Superintendent or designee may assign fund balance for items deemed appropriate at any time prior to the issuance of the audited financial statements for a given year.**

**The Superintendent or designee shall be responsible for the enforcement of this policy.**





Book	Policy Manual
Section	600 Finances
Title	Federal Fiscal Compliance
Number	626 Vol II 2016
Status	From PSBA
Legal	<ol style="list-style-type: none"> <li>1. 2 CFR Part 200</li> <li>2. Pol. 827</li> <li>3. Pol. 317</li> <li>4. 2 CFR 200.430</li> <li>5. Pol. 626.1</li> <li>6. Pol. 304</li> <li>7. Pol. 319</li> <li>8. Pol. 336</li> <li>9. Pol. 337</li> <li>10. Pol. 624</li> <li>11. Pol. 813</li> <li>12. 2 CFR 200.333-200.337</li> <li>13. Pol. 800</li> <li>14. 34 CFR 75.730-75.732</li> <li>15. 34 CFR 76.730-76.731</li> <li>16. 2 CFR 200.336</li> <li>17. 2 CFR 200.333</li> <li>18. Pol. 113.4</li> <li>19. Pol. 216</li> <li>20. Pol. 324</li> <li>21. 2 CFR 200.330-200.331</li> <li>22. 2 CFR 200.338</li> <li>23. 2 CFR 200.339</li> </ol>

### **Authority**

The Board shall ensure federal funds received by the district are administered in accordance with federal requirements, including but not limited to the federal Uniform Grant Guidance.[1]

The Board shall review and approve all applications for federal funds submitted by the district.

### **Delegation of Responsibility**

The Board designates the

- { } Superintendent
- { } Federal Programs Coordinator
- { } building principal
- { } Business Manager

as the district contact for all federal programs and funding.

The Superintendent or designee, in collaboration with the Federal Programs Coordinator and Business Manager, shall establish and maintain a sound financial management system to include internal controls and federal grant management standards covering the receipt of both direct and state-administered federal grants, and to track costs and expenditures of funds associated with grant awards.[1]

The Superintendent, to assist in the proper administration of federal funds and implementation of this policy, may approve additional procedures as attachments to this policy.

### **Guidelines**

The district's financial management system shall be designed with strong internal controls, a high level of transparency and accountability, and documented procedures to ensure that all financial management system requirements are met.

Financial management standards and procedures shall assure that the following responsibilities are fulfilled:

1. Identification – the district must identify, in its accounts, all federal awards received and expended, and the federal programs under which they were received.
2. Financial Reporting – Accurate, current, and complete disclosure of the financial results of each federal award or program must be made in accordance with the financial reporting requirements of the Education Department General Administrative Regulations (EDGAR).
3. Accounting Records – the district must maintain records which adequately identify the source and application of funds provided for federally-assisted activities.
4. Internal Controls – Effective control and accountability must be maintained for all funds, real and personal property and other assets. The district must adequately safeguard all such property and must assure that it is used solely for authorized purposes.
5. Budget Control – Actual expenditures or outlays must be compared with budgeted amounts for each federal award. Procedures shall be developed to establish determination for allowability of costs for federal funds.
6. Cash Management – The district shall maintain written procedures to implement the cash management requirements found in EDGAR.
7. Allowability of Costs – The district shall ensure that allowability of all costs charged to each federal award is accurately determined and documented.

#### Standards of Conduct

The district shall maintain standards of conduct covering conflicts of interest and the actions of employees and school officials engaged in the selection, award and administration of contracts.[2]

All employees shall be informed of conduct that is required for federal fiscal compliance and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[3]

#### Employees - Time and Effort Reporting

All district employees paid with federal funds shall document the time they expend in work performed in support of each federal program, in accordance with law. Time and effort reporting requirements do not apply to contracted individuals.[4]

District employees shall be reimbursed for travel costs incurred in the course of performing services related to official business as a federal grant recipient.[5]

The district shall establish and maintain employee policies on hiring, benefits and leave and outside activities, as approved by the Board.[6][7][8][9][10][11]

#### Record Keeping

The district shall develop and maintain a Records Management Plan and related Board policy and administrative regulations for the retention, retrieval and disposition of manual and electronic records, including emails.[12][13]

The district shall ensure the proper maintenance of federal fiscal records documenting:[13][14][15]

1. Amount of federal funds.
2. How funds are used.
3. Total cost of each project.
4. Share of total cost of each project provided from other sources.
5. Other records to facilitate an effective audit.
6. Other records to show compliance with federal program requirements.
7. Significant project experiences and results.

All records must be retrievable and available for programmatic or financial audit.

The district shall provide the federal awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives, the right of access to any documents, papers, or other district records which are pertinent to the federal award. The district shall also permit timely and reasonable access to the district's personnel for the purpose of interview and discussion related to such documents.[16]

Records shall be retained for a minimum of five (5) years from the date on which the final Financial Status Report is submitted, or as otherwise specified in the requirements of the federal award, unless a written extension is provided by the awarding agency, cognizant agency for audit, oversight agency for audit or cognizant agency for indirect costs.[17]

If any litigation, claim or audit is started before the expiration of the standard record retention period, the records shall be retained until all litigation, claims or audits have been resolved and final action taken.[17]

As part of the Records Management Plan, the district shall develop and maintain a records retention schedule, which shall delineate the record retention format, retention period and method of disposal.[13]

The Records Management Plan shall include identification of staff authorized to access records, appropriate training, and preservation measures to protect the integrity of records and data.[13]

The district shall ensure that all personally identifiable data protected by law or regulations is handled in accordance with the requirements of applicable law, regulations, Board policy and administrative regulations.[18][19][20]

#### Subrecipient Monitoring

In the event that the district awards subgrants, the district shall establish procedures to:[21]

1. Assess the risk of noncompliance.
2. Monitor grant subrecipients to ensure compliance with federal, state, and local laws and Board policy and procedures.
3. Ensure the district's record retention schedule addresses document retention on assessment and monitoring.[13]

#### Compliance Violations

Employees and contractors involved in federally funded programs and subrecipients shall be made aware that failure to comply with federal law, regulations or terms and conditions of a federal award may result in the federal awarding agency or pass-through entity imposing additional conditions or terminating the award in whole or in part.[22][23]

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626-Attach-Costs\_Obligations\_Property.doc (58 KB)

626-Attach-AllowabilityofCosts.doc (90 KB)

626-Attach-CashManagement.docx (17 KB)

626-Attach-SubrecipientMonitoring.doc (56 KB)

626-Attach-Procurement.doc (93 KB)

Last Modified by Michele Bloch on April 21, 2016



Book	Policy Manual
Section	<del>600</del> Finances
Title	Federal Fiscal Compliance
Number	626 - NEW
Status	From PSBA
Legal	20 U.S.C. 6301-6514 <del>20 U.S.C. 7901</del>

### **Authority**

**The Board shall review and approve all applications for federal funds submitted by the district.**

### **Delegation of Responsibility**

**The Board designates the Superintendent as the district contact for all federal programs and funding.**

**The Superintendent or designee shall develop administrative regulations governing the procurement, use, management and disposal of goods, materials and equipment purchased with federal grant funds. At a minimum, the administrative regulations shall provide procedures to ensure:**

- 1. Expenditures of federal grant funds are completed in accordance with federal requirements.**
- 2. Title to and control of location, custody and security of equipment and/or property purchased with federal funds are maintained.**

**The Business Manager shall track and document all federal programs expenditures and verify budgetary information required for those programs.**

**All district employees paid with federal funds shall document the time they expend towards federal programs, in accordance with law.**



Book	Policy Manual
Section	600 Finances
Title	Travel Reimbursement - Federal Programs
Number	626.1 Vol II 2016
Status	From PSBA
Legal	1. 2 CFR 200.474 2. 24 P.S. 516.1 3. 24 P.S. 517 4. Pol. 004 5. Pol. 331

### **Authority**

The Board shall reimburse administrative, professional and support employees, and school officials, for travel costs incurred in the course of performing services related to official business as a federal grant recipient.[1][2][3]

### **Definition**

For purposes of this policy, **travel costs** shall mean the expenses for transportation, lodging, subsistence, and related items incurred by employees and school officials who are in travel status on official business as a federal grant recipient.[1]

### **Delegation of Responsibility**

School officials and district employees shall comply with applicable Board policies and administrative regulations established for reimbursement of travel and other expenses.[4][5]

The validity of payments for travel costs for all district employees and school officials shall be determined by the

{ } Superintendent or designee.

{ } Business Manager.

{ } Federal Programs Coordinator.

### **Guidelines**

Travel costs shall be reimbursed on a mileage basis for travel using an employee's personal vehicle and on an actual cost basis for meals, lodging and other allowable expenses, consistent with those normally allowed in like circumstances in the district's nonfederally funded activities, and in accordance with the district's travel reimbursement policies and administrative regulations.[1][4][5]

Mileage reimbursements shall be at the rate approved by the Board for other district travel reimbursements. Actual costs for meals, lodging and other allowable expenses shall be reimbursed only to the extent they are reasonable and do not exceed the per diem limits established by

{ } the Board.

{ } the federal General Services Administration for federal employees for locale where incurred.

All travel costs must be presented with an itemized, verified statement prior to reimbursement.[2][3]

In addition, if these costs are charged directly to the federal award, documentation must be maintained that justifies that:[1][4][5]

1. Participation of the individual is necessary to the federal award.
2. The costs are reasonable and consistent with the district's established policy.

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Last Modified by Michele Bloch on April 21, 2016

