

RESOLUTION OF THE GOVERNING BOARD OF THE DAVIDSON ACADEMY

POLICY STATEMENT REGARDING EMPLOYEE TIMEKEEPING AND ALLOCATIONS

WHEREAS, staff of the Davidson Academy report, for the purposes of biweekly payroll the hours worked, hours used for vacation and sick leave, as well as other categories of paid and unpaid time; and

WHEREAS, although most employees have work assignments and time allocations that do not change during a budget cycle, for efficiency of operations some staff members do split their time between various cost categories (e.g. instruction vs. support) or functions (e.g. the Reno campus or the online program); and

WHEREAS, in early 2020 the Academy transitioned from collecting time reports in paper form to an electronic submission and approval system offered by the Academy's third-party payroll processing vendor; and

WHEREAS, the Academy's third-party payroll processing vendor, after diligent investigation, has determined that it cannot accommodate the need to report complex time allocations for salaried staff via the electronic system and no reasonable alternative exists short of returning to paper form timekeeping submissions: and

WHEREAS, the Academy's auditors identified the practice of collecting time allocations on an exception basis within the electronic submission process as an internal controls deficiency absent a specific board-approved policy; and

WHEREAS, the Nevada Department of Education, Director of District Support Services has informed the Academy the exception time reporting is supported by the Division of Human Resources Management, Nevada Employee Action and Timekeeping System (NEATS).

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the Davidson Academy authorizes, in lieu of returning to a fully paper-based time reporting system, the collection in each pay period of exception time reports from employees whose time allocation varies from the standard, budget allocation.

RESOLVED FURTHER that the Academy staff be instructed to report all exceptions to their standard time allocation and that they be provided with mechanisms by which to do so.

Approved by the Governing Board of the Davidson Academy November 9, 2020