

3.1 Professional, Budget and Data Requirements for Staffing Personnel



Effective Date: July 1, 2007; titles updated July 1, 2008

Revises Previous Effective Date: N/A

I. Policy:

The local eligible program activities will be staffed by well-trained personnel with professional, budget and data documentation maintained.

II. Applicability:

This applies to all Adult Education offices and employees associated with the Technical College System of Georgia.

III. Related Authority:

OMB Circular A-87 Cost Principles: H. h. 4. 26495: Personnel Activity Report
P.L. 105-220 Section 231-8

IV. Definitions: N/A

V. Attachments: (Use the back button on your browser to return to this section after viewing an attachment).

[Personnel Change Notification Amendment Form](#)

VI. Procedure:

Personnel Records

The local eligible program should have written procedures for the hiring and maintenance of staff and the maintenance of personnel files. The files must contain:

- Certification that teachers meet the minimum educational requirement
- Other relevant documents

Professional Development/Training Budget Charges

The following procedures can apply when the regular classroom teacher is attending training and a substitute is required:

- Salary for full-time or part-time teachers attending training is to be charged to the regular accounts.
- The salary of substitute for teachers attending training may be charged to Federal Professional Development/Training Account.
- The usual work hours for part-time employees attending training may be charged to the account at the regular rate.
- No other salaries may be charged to the Federal Professional Development/Training Account.

Other Substitutes:

- All other substitutes are charged to regular payroll accounts and not the Federal Professional Development/Training Account.

Requirements for Instructional Staff

Adult Education Teachers must hold a degree from a four-year college or university, preferably in education.

Time and Effort Sheets

For federally-funded projects and for those personnel whose salaries are prorated between or among different funding sources, time and effort records will be maintained by the local eligible program that will confirm the services provided within each funding source. The local eligible program must adjust payroll records and expenditures based on this documentation.

Update Data on Personnel

The local eligible program shall provide the Office of Adult Education with necessary personnel information and data:

- All personnel changes and updates must be entered into GALIS (Georgia Adult Learners Information System) per the guidelines in the GALIS User Manual
- Personnel amendment must be submitted to the Office of Adult Education per the Amendment Supplement of the RFA (Request for Application).

Volunteers

The utilization of volunteers can help provide flexibility and strength to the local eligible program. Volunteers add an extra dimension to the program and allow

the student to maximize the learning experience. Volunteers should be trained and activities customized for the volunteer's setting.

Trained volunteers can:

- work with students on a one-to-one basis
- lead small group learning activities
- assist teachers in the classroom setting

VII. Records Retention:

Local eligible programs shall adhere to the Record Retention Chart available in the attachment section of Policy 2.3.