

COMMUNITY COLLEGE OF DENVER

Title: Perkins Funded Hourly Employees

Guideline #: PERKINS – 3

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May 27, 2014
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References: Management of Hourly CCD Employees Funded with Perkins (Perkins-3)
Management of Faculty or Staff Funded with Perkins Funds (Perkins-6)
Perkins Grant Application Process (Perkins-1)
Purchasing Equipment with Perkins Funds (Perkins-4)
Disposal of Perkins Equipment (Perkins-2)
Time Sheet Guidelines for Hourly Employees Funded by Perkins
Inventory of Perkins Equipment (Perkins-5)

Approved By: Dr. Everette J. Freeman, President

1. PURPOSE

These guidelines exist to assist in the management of hourly Community College of Denver (College or CCD) employees funded by the Perkins Grant.

2. APPLICABILITY

These guidelines apply to all College hourly employees funded through the Perkins Grant.

3. DEFINITIONS

- a. Colorado Community College System (CCCS) – The system of community colleges in Colorado.
- b. Career and Technical Education (CTE) Student – Students can receive Perkins funded tutoring only for CCCS approved CTE coursework.
- c. Human Resources Department (HR) – The department of a business or organization that deals with the administration of personnel guidelines.
- d. Qualifying Perkins Programs of Study – Instructional programs approved by the State Board for Community Colleges and Occupational Education (SBCCOE).
- e. The Carl D. Perkins Vocational and Technical Education Act – Act first authorized by the federal government in 1984 and reauthorized in 1998. Named for Carl D. Perkins, the Act aims to increase the quality of technical education within the United States in order to help the economy.

4. GUIDELINES

- a. Federal Regulations require that all Perkins funded hourly staff (including tutors):
 - i. Have a set schedule; and,

- ii. Submit a written time sheet that indicates hours worked, and includes assurances that the work was done as part of a Qualifying Perkins Program. This means adhering to all the requirements of these guidelines. CCCS has reaffirmed that all Perkins funds must be clearly identify which Qualifying Perkins Program the funds are being used for.
- b. Funds can be used only for Qualifying Perkins Programs. CTE students in these programs can receive tutoring for CTE course content only.
- c. Federal Regulations requires that all supervisors of Perkins funded hourly employees:
 - i. Keep all schedules and time sheets for four years in paper form; and,
 - ii. Ensure that all time sheets are signed by both the supervisor and employee.
- d. CCD requires that all supervisors of Perkins funded hourly employees:
 - i. Electronically submit time sheets to payroll for processing on time; and,
 - ii. Submit, in paper form, the time sheets to the College's Fiscal Grants Supervisor. This does not replace the supervisor requirement to keep a paper form themselves.
- e. All Perkins funded hourly employees and their supervisors must have an annual training on best practices. This training cannot be funded with Perkins funds. Supervisors must coordinate with

the College's Perkins Administrator to determine if training should be annual or bi-annual (depending on hiring practices of the center). Attendance at this training is mandatory for anyone who will be funded by or will supervise hourly employees funded with Perkins dollars. Agreement to require attendance at this training is a condition of a supervisor's receiving Perkins funds. This training must be paid for by the College using general fund dollars.

5. TIME SHEET GUIDELINES

- a. All hourly employees:
 - i. All Perkins funded hourly employees will use the grants bi-weekly time sheet already created by HR. Please contact either HR for an electronic copy, necessary for payroll posting.
 - ii. A template for hourly employee's schedules is available on the Perkins intranet site. These need to be kept by the supervisor for auditing purposes. It is anticipated that these will be updated every semester, but can be updated more frequently as required.
- b. Hourly employees who work with students:
 - i. Each hourly employee who works with students must record the class the student is enrolled in. That way, we can meet the CCCS finding that we follow our funding through to a Qualified Perkins Program. These must be attached to the time sheets.

- c. Each hourly employee who works with students must record the following information on the timesheet:
 - i. Full name of student – no initials;
 - ii. Date of service;
 - iii. Start and end time of service; and,
 - iv. CTE certified program of study or course.
- d. For each hourly employee, the supervisor should keep a paper file every semester. That file should have the schedule stapled to the inside front. Within the file should be every time sheet, with the tracking forms attached. These files must be kept for four (4) years for auditing purposes.
- e. These rules may be modified under unique circumstances. If you believe that you have a unique circumstance, please contact College's Perkins Administrator for guidance. The College's Perkins Administrator will determine if the circumstance must be reviewed by the full Perkins Advisory Committee for review and final decision.