3.1 Professional, Budget and Data Requirements for Staffing Personnel

Effective Date: July 1, 2007; titles updated July 1, 2008; Verifying Employment Eligibility updated July 1, 2009; Change Notification Amendment Form, Requirements for Program Administrator, and Time and Effort updated July 1, 2012; Professional Development/Training Budget Changes updated September 1, 2013.

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).
Change Notification Amendment Form
SBTAE III. B. 1. Verifying Employment Eligibility
https://tcsg.edu/tcsgpolicy/docs/Verifying_Employment_Eligibility.htm

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 including Form INS Employment Eligibility Verification Form (I-9)

**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 PT and FT federal personnel attending professional development and training events is to be charged to funding source 223.
- Salary for PT and FT state personnel attending professional development and training events is to be charged to their normal state project.
- Part-time personnel are to be paid at their regular rate when attending professional development and training events.
- Additionally, part-time personnel are to only be paid for the actual hours in attendance at the professional development and training event.
- The salary of substitutes for federal paid personnel attending training may be paid from the project number used for the regular teacher.
- The salary of substitutes for state personnel attending professional development and training events is to be charged to their normal funding stream.
- GED examiners and proctors may not be paid out of funding sources 223, 225, or 231.
- 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.

**Requirements for Program Administrator**

The local program will appoint a full time (30 + hours) Program Administrator of adult education services for the specified Service Delivery Area. Waiver for requirement of full-time Program Administrators may be applied for under conditions outlined in EDGAR section 75.511. Decision on whether to grant the waiver will be determined by the Agency. (This is a state requirement.)

**Statement of Equal Opportunity**
The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Steffanie Morrison at 404-327-6833 or smorrison@tcsg.edu

**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. **Reports are signed by the employee and supervisor.**

**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
- **Change Notification** amendment must be submitted to the Office of Adult Education per the Amendment Supplement of the RFA (Request for Application).

**Verifying Employment Eligibility**

The Immigration Reform and Control Act requires the employer to verify the identify and employment eligibility of new employees. It is unlawful to knowingly hire or recruit an alien unauthorized to work in the United States or
any individual without complying with these identity and employment eligibility verification requirements. Refer to SBTAE Policy Manual III.B.1. 

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
• assist with administrative activities

VII. Records Retention:

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