

POLICY

Poverello receives grant funding from various sources to provide essential nutrition, and supportive medical and services. As recipients of committed funding, any staff allocated to grant funding accounts for time charged to Ryan White and various funders as an accurate reflection of time spent in distinctive efforts. Accounting for staff time by grant is important to maintain the integrity of diverse grant funds as well as for budgeting, planning and reporting purposes.

PROCEDURE

Poverello plans the expense of adding staff according to available funding or funding expected to carry out each distinct activity. Poverello calculates time and effort based on a standard 40-hour work week, rather than using variable percentage estimates tied to actual hours worked when those differ from 40 hours.

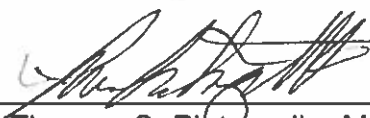
Staff work that varies from the planned allocation of activities advises their supervisor, or the supervisor takes notice of the variation and makes changes to payroll allocations as a result.

The allocations are clearly noted within the timeclock system so that correct allocations of salary are traceable.

Approvals:

Signature: _____

Date: _____


Thomas S. Pietrogallo, MSW/LCSW, MBA, Chief Executive Officer

BOD Approved Date: 06.22.16; Date Established: 05.16.16; Date Reviewed/Revised:
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