



MEMO

TO: Weber School District Board Members: President Paul Widdison, Vice President Douglas Hurst, Members: Janis Christensen, Jan Burrell, Bruce Jardine, Kelly Larson, Wyle Williams
Superintendent Gina Butters

FROM: Heidi Alder
Legal Counsel

DATE: June 4, 2025

SUBJECT: New Policy 3370- Time and Effort -Second Read

Policy 3370 Time and Effort is a new policy that outlines the procedures for tracking time and effort for employees paid through federal and state grants. Employees receiving federal or state funding are required to maintain documentation of the time they spend on grant-related activities. This policy ensures that we remain compliant with funding regulations. There have been no additional changes to the policy since the first reading. The Legal Department is seeking Board approval of this policy on a second read.