

# **EFNEP Guidelines**

## **Time, Comp Time, Reporting**

Expanded Food and Nutrition Education Program (EFNEP) Program Assistants and Associates (PAs) are hired in partnership between the state and county to conduct community nutrition education programming for low-income families with young children and school-aged youth in accordance with the federal policy governing EFNEP and the State EFNEP guidelines for outreach and impact. Community programming is a priority for EFNEP PAs.

In order to meet the goals of the program, PAs should be in the field programming four out of five workdays on average. Workdays may include evening work and weekends (outside of traditional office hours) to reach families and youth when many of EFNEP's targeted audiences are available to attend educational classes. It is strongly recommended that PA time in activities outside of EFNEP programming be limited and prioritized as to the most important functions that assure the PA is a participatory member of the county team, without burdening the PA with functions that offer no opportunity to meet, and engage their target population in future EFNEP programming.

PA schedules should reflect consistency in planning to meet the needs of program participants and remain within their assigned work hours for the week. Since PAs often work nights and weekends to reach program participants, PAs should be allowed to adjust their schedules to accommodate work time outside of the traditional workday, doing so will prevent earning unnecessary comp time. When possible, PA's should schedule their time so that comp time is not earned. All schedule adjustments must be made in the same week.

For example, if a PA has an evening class that will involve working from 4:00 – 7:00 PM to complete, the following options could be planned:

- the PA plans classes for the day to begin no earlier than 3 hours later than the traditional start of the county workday;
- the PA plans classes to start 3 hours later or end 3 hours earlier the following day; or
- the PA plans a 3-hour break in the middle of the workday and returns to work to complete the evening class

This is an example of good program planning on the part of the PA. The plan accommodates the needs of both the program and of the PA and results in a work week without accrued comp time.

Program planning to meet outreach and impact goals and to assure a standard work week is an expectation for EFNEP PAs, however there are some instances where

circumstances beyond the control of the PA will result in comp time accrual. When this occurs, the EFNEP PA should do the following:

- Request the comp time in advance if known through your CED. Notify the EA.
- Immediately report the comp time when it occurs (if due to a night or weekend program, report on the next work day)
- Include comp time on time sheet and enter in the web leave system
- Use comp time prior to other leave
- Supervisors can direct an employee to take comp time when needed to deplete comp time balances.

EFNEP Program Assistants and Associates (PAs) are COSS employees and therefore subject to the Fair Labor Standards Act (FLSA). Full time employees accrue comp time at the rate of one and a half hours for every hour worked beyond 40 in a given work week. Part time employees earn comp time at straight time (hour for hour) up to 40 hours, beyond 40 hours they earn at time and a half. While this is true, the accrual of comp time should be an exception rather than a rule when it comes to an EFNEP employee. Habitual accrual of unplanned comp time may be subject to disciplinary action.

Planning of time is a critical component of successful EFNEP outreach and impacts in county programming. EFNEP PAs are encouraged to plan their work time a minimum of three months in advance. The plan for their time is to be posted on an electronic calendar shared with their EFNEP Extension Associate (EA) and their CED and/or the designee of the CED. Calendars should be updated when changes occur. PAs are required to notify both their CED and their EA when comp time and/or leave is taken. This notification should be included in the planned, shared calendar unless the leave is the result of an unexpected illness or emergency. In the event of an emergency, the County AA should contact the EA if the PA will not be at work.

Timesheets and travel submitted by EFNEP PAs should match the plan for time shown on their calendars. As EFNEP reports the use of federal funds, a copy of the time sheet should be submitted to the EA along with the CED. The copies of the time sheets should be submitted to the State EFNEP office for review and audit. An audit of time includes the following:

- PA time reported
- Program records for the time reported
- PA travel for the time reported

The State Office will conduct audits on a quarterly basis. Discrepancies in reported time, travel, and participant records will be shared with the PA, CED, and EA. A discrepancy of reported time may be subject to disciplinary action up to and including dismissal.