



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN**

**TITLE:** Documentation for Bond-Funded Employees

**NUMBER:** BUL-6521.1

**ISSUER:** Saman Bravo-Karimi, Director  
Office of Capital Fund Compliance

**DATE:** July 1, 2016

<p><b>ROUTING</b> Directors Time Reporters Secretaries Administrators</p>
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**POLICY:** The purpose of this policy is to describe the procedures that support the District’s compliance with Federal and State laws pertaining to the expenditure of bond proceeds.

This policy requires all employees whose positions are partially or fully funded from bond programs to submit documentation that certifies that activities performed were in support of bond-funded projects.

**PROCEDURES:** Bond programs include those funded by Proposition BB (Fund 211), Measure K (Fund 213), Measure R (Fund 210), Measure Y (Fund 214), Measure Q (Fund 215), and Certificates of Participation.

**Bond-funded positions:**

- An employee whose salary is paid, in part or in whole, from bond programs must certify, on a semi-annual basis, the percentage of their regular time spent working on bond-eligible projects and activities for the period covered by the certification.
- The certification must be signed and dated by the employee and by a supervisor having first-hand knowledge of the activities performed by the employee.
- The first semi-annual certification is for the period July 1 through December 31, and the second semi-annual certification is for the period January 1 through June 30. These forms must be completed and submitted to the Office of Capital Fund Compliance no later than January 31 and July 31, respectively.



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**FREQUENTLY  
ASKED  
QUESTIONS  
(FAQs):**

**Q1:** How do I know if I am affected by this documentation requirement?

**A1:** If you do not know whether you are funded by a bond program, one of the easiest ways to find out is to ask your time-keeper to look on the CAT2 screen (time-approvers can look on the CAT3 screen) under “Fund”. If the first three digits are 210, 211, 213, 214, or 215 it means that your position is bond funded and additional documentation is needed to be submitted to the Office of Capital Fund Compliance (See screen shot below for example.)

Person ID		Cost Center	Fund	Functional Area	Perce...
Job	23101015 DIR TREASURY / D	1056701	214-9010	0000-8500-14673	100.00
Assignment Hrs.	8.00				
WS rule	GA_08	TM status	9		

To determine if your position is funded with Certificates of Participation you may contact the Office of Capital Fund Compliance.

**Q2:** My position is funded 100% by a single bond program and the services that I provide are solely related to bond-eligible project(s). What documentation must be completed?

**A2:** Since you are bond-funded, the Attachment A (the Semi-Annual Certification) must be completed twice each fiscal year. The first semi-annual certification is for the period July 1 through December 31, and the second semi-annual certification is for the period January 1 through June 30. These forms must be completed and submitted to the Office of Capital Fund Compliance no later than January 31 and July 31, respectively. If you leave this position anytime during the fiscal year, the semi-annual certification must be completed prior to your departure, or if your funding is changed, the Semi-Annual Certification should be completed up to the date of the funding change.

**Q3:** My position is funded from a combination of various bond programs/funds (e.g. from both Measure Y and Measure Q). What documentation must be completed?

**A3:** The position is bond funded and is solely for the purpose of bond-eligible projects where the service(s) being performed are bond-eligible. Attachment A (Semi-Annual Certification) should be completed twice each fiscal year as described in A2.

**Q4:** My position is funded by a combination of bond program(s) and non-bond program(s), such as General Fund, Cafeteria Fund, Developer Fee Fund, etc. What documentation must be completed?

**A4:** The position is partially bond funded for the purpose of bond-eligible



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projects where the service(s) being performed are bond-eligible. Attachment A (Semi-Annual Certification) should be completed twice each fiscal year as described in A2. The position's bond-funding percentage will be reviewed and validated each year during Budget Development, or whenever a new bond-funded position is created.

- Q5: My position is bond-funded and I occasionally work overtime. My overtime is paid out of bond programs. What time reporting documentation must be completed?
- A5: Per District policy, overtime must be authorized in advance by your administrator/supervisor and documented on an overtime request form. This form must include the funding source, reason for the overtime, specific work to be performed for the program funding the overtime, and number of hours authorized. After the overtime has been performed, a certification must be completed indicating that these services and hours authorized were performed. Attachment B is the recommended overtime request form and it will meet the policy's certification requirements. Completed documents should be retained with the time-keeper; copies can be kept with another individual if so desired by the site. The overall guiding principle must be that site administrators must know where the documents are kept and that the documents be readily available for audit purposes.
- Q6: My regular position does not require additional documentation (e.g. my position is 100% General Fund). However, my administrator approved and paid my overtime from bond programs to perform work for a bond-eligible project. What time reporting documentation must be completed?
- A6: Per District policy, overtime must be authorized in advance by your administrator/supervisor and documented on an overtime request form. This form must include the funding source, reason for the overtime, specific work to be performed for the program funding the overtime, and number of hours authorized. After the overtime has been performed, a certification must be completed indicating that these services and hours authorized were performed. Attachment B is the recommended overtime request form and it will meet the policy's certification requirements. Completed documents should be retained with the time-keeper; copies can be kept with another individual if so desired by the site. The overall guiding principle must be that site administrators must know where the documents are kept and that the documents be readily available for audit purposes.



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Q7: My regular position already requires me to submit time reporting documentation (e.g. COLIN, Maximo, Job Cost). What time reporting documentation must be completed?

A7: Please contact the office of Capital Fund Compliance to determine if your current time reporting documentation can be submitted in lieu of the semi-annual certification.

**AUTHORITY:** This is a policy of the Office of Capital Funds Compliance to comply with Federal and State laws pertaining to the use of bond funds.

**RELATED RESOURCES:** [California Education Code Section 15264](#)

**ASSISTANCE:** For assistance or further information please contact

Saman Bravo-Karimi, Director (213) 241-1118  
[saman.bravo-karimi@lausd.net](mailto:saman.bravo-karimi@lausd.net)

Hector Natividad, Administrative Analyst (213) 241-7820  
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LOS ANGELES UNIFIED SCHOOL DISTRICT  
Office of the Capital Fund Compliance

SEMI-ANNUAL CERTIFICATION

Employee Name:	Telephone Number:	Period Covered (e.g. Jan-Jun 2016):
Employee Number:	% of Regular Time Spent on Bond-Eligible Projects/Activities:	Program/Project Name(s):
Work Location Name:		

I hereby certify that I was partially or fully funded from bond programs and worked on bond-eligible projects and activities for the percentage of regular time stated above during the period covered by the certification.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Overtime Request Form

REQUEST FOR PRE-APPROVAL TO WORK OVERTIME

Name: \_\_\_\_\_ Employee#: \_\_\_\_\_

Requested Dates: \_\_\_\_\_ Estimated Total Hours: \_\_\_\_\_

Reason for Overtime  
(Project/Activity): \_\_\_\_\_

Overtime Charged to Fund: \_\_\_\_\_ Program Code: \_\_\_\_\_ Name of Program Code: \_\_\_\_\_

(If funding source is from a bond program, activities performed must be an allowable cost.)

APPROVED BY: \_\_\_\_\_ Date: \_\_\_\_\_ Total Estimated Hours Approved: \_\_\_\_\_  
Supervisor

The information below is to be completed by the employee after prior approval has been obtained and overtime work is completed.

OVERTIME REPORT

Date(s) Worked: \_\_\_\_\_ Actual Hours Worked: \_\_\_\_\_

I hereby certify the overtime worked was solely (100%) related to activities for the above program.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Administrator