

TO:

All Principals

All Administrative Assistants

The following instructions and background information are to help you in compiling the timesheets that will be coming to you from your licensed personnel.

BACKGROUND INFORMATION

The Utah State Legislature passed [HB 489](#) in the 2023 session which allocates up to 32 hours of educator-directed paid time to each school-based educator for the 2023-24 school year.

The following school-based licensed personnel are eligible for these paid hours in [HB 489](#):

1. General education and special education teachers
2. School counselors
3. School administration
4. School specialist
5. Student support
6. School psychologists
7. Speech language pathologists
8. Audiologists

Jordan District has also made OT/PTs and school nurses qualify for this allocation.

This is one-time money made available only for the 2023-24 academic year and is retroactive to work completed from July 1, 2023.

Eligible educators can submit a maximum of 32 hours for work that is not already compensated. The awarded amount is determined by the FTE of the employee.

Each of the following activities are allowable uses of educator paid professional hours under [Utah Code 53F-7-203](#).

- Increasing knowledge of academic subjects
- Time planning and preparing daily lessons based on student needs
- Analyzing data to understand how students learn
- Collaborating to advance the school/district improvement plan(s)
- Addressing personal, specific needs identified in observations or other feedback
- Analyzing student work and achievement from multiple sources
- Advancing the understanding of effective and evidence-based instructional strategies
- Increasing knowledge of teaching skills
- Using data and assessments to inform and instruct classroom practice
- Other (with supervisor approval)

PRINCIPAL/ADMINISTRATIVE ASSISTANT INSTRUCTIONS

Principals and administrative assistants have six assignments:

1. Assign a designated person to oversee this program
2. Make sure the plans are turned in on or before the fifth day of instruction

3. All plans must be logged (with the date received), by the designated person, no later than Sept 15 on the provided Google Sheet
4. Provide time for eligible staff to complete the plan
5. Gather and track the timesheets
6. Make sure teachers follow through

Eligible licensed personnel must turn in their plan to the principal or administrative assistant (designated person) on or before the fifth day of instruction.

August 25 – 7th grade, High School

August 28 – Elementary grades 1-6, Middle School grades 8-9

September 6 – Kindergarten

Principals are asked to give time in a meeting at the beginning of the year for eligible staff to fill out the Professional Hours Plan and turn it in.

The designated person will complete the Google Sheet with all received plans by September 15. Schools will keep the copies of the Plan on file at the school for auditing purposes.

A google doc (school name – Educator Directed 32 Hours 2023-24) will be shared to each individual school to be used in tracking the plan as well as the timesheet. Administrative assistants, or other designed person will add the school location, names of the employees, employee ID (six digit #), FTE of the employee (the awarded amount is determined by the FTE of the employee; 1 FTE = 32 hours, .5 FTE = 16 hours), date that you received the plan, finally, the date when you have received the timesheet and the hours to be paid (**once you have the final hours worked**).

Payroll will access these sheets after April 1, 2024 to pay the individual employees in their May 2024 paycheck.

Due to the fact that the legislature funded this initiative at the state's average teacher salary, the actual payout for Jordan School District employees will likely be less than the eligible employee's hourly rate.

To qualify for and receive payment for the awarded amount up to 32 hours, each eligible educator must do the following:

1. Complete the attached plan and submit it to their principal/supervisor on or before the fifth day of instruction.
2. Keep track of the hours worked on the attached timesheet.
3. When hours are complete, sign, date, and submit the timesheet to the principal/supervisor.

Completed timesheets may be turned in when the hours are finished but must be received by the principal/supervisor no later than April 1, 2024. Amounts will be paid in the May 2024 paycheck.

If you have any questions regarding employees that are hired after the first of the year, or any other questions please reach out to Nadine Page, nadine.page@jordandistrict.org or 801-567-8182.