

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 Jordan School District Extra Mile Pay Program has been suspended for this year. However, the Utah State Legislature passed [HB 396](#) in the 2022 session which allocates 32 hours of educator-directed paid time to each school-based educator for the 2022-23 school year.

The following school-based licensed personnel are eligible for these paid hours in HB 396:

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. Audiologist

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

This is one-time money made available only for the 2022-23 academic year and is retroactive to work completed from July 1, 2022.

Eligible educators can submit a maximum of 32 hours for work that is not already compensated.

Each of the following activities are allowable uses of educator paid professional hours under [Utah Code 53F-7-202](#).

- 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 four assignments:

- 1) Make sure the plans are turned in by the first day of school
- 2) Provide time for eligible staff to complete the plan
- 3) Gather and track the timesheets

4) Make sure teachers follow through

Eligible licensed personnel must turn in their plan to the principal or administrative assistant by the first day of school.

August 17 – 7th grade, High School

August 18 – Elementary grades 1-6, Middle School grades 8-9

August 26 – 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.

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 2022-23) will be shared to each individual school to be used in tracking the plan as well as the timesheet. Administrative assistants will add the school location, names of the employees, employee ID, FTE of the employee (the awarded amount is determined by the FTE of the employee; 1 FTE = 32 hours, .5 FTE = 16 hours), the hours to be paid (once you have received the timesheet), check that you have received the plan, and then check when you have received the timesheet.

In September-October you will receive an updated employee roster from Payroll with the names of the eligible employees and their FTE so you can cross reference those who have turned in a plan.

Payroll will access these sheets after May 1, 2023 to pay the individual employees in their June 2023 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 allocated 32 hours, each eligible educator must do the following:

1. Complete the attached plan and submit it to their principal/supervisor by the first day of class.
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 May 1, 2023. Amounts will be paid in the June 2023 paycheck.

If you have any questions please reach out to Nadine Page, nadine.page@jordandistrict.org or 801-567-8182.