

Dear Educator,

In accordance with [Utah Code 53F-7-203](#) the Utah State Legislature is again allocating up to 32 hours of educator-directed paid time to each school-based educator for the 2025-26 school year. The awarded amount is determined by the FTE of the employee.

The following licensed personnel are eligible for these paid hours:

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 2025-26 academic year and is retroactive to work completed from July 1, 2025.

Eligible educators can submit up to a maximum of 32 hours (1 FTE = 32 hours, .5 FTE = 16 hours, etc.) for work that is not already compensated, e.g. contract time or other paid time. 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
- Unpaid training and classes
- Other (with supervisor approval):

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:

- Complete the attached plan and submit it to their principal/supervisor on or before September 30, 2025.
- Keep track of the hours worked on the attached timesheet.
- When hours are complete, sign, date, and submit the timesheet to your 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 10, 2026.
- Amounts will be paid in the May 2026 paycheck.

For questions please contact your principal.



Educator-Directed Paid Professional Hours PLAN
(SUBMIT ON OR BEFORE SEPTEMBER 30, 2025)

Educator Name: _____ School: _____

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
- Unpaid training and classes
- Other (with supervisor approval): _____

Please indicate how you anticipate using your educator-directed time. Hours may begin July 1, 2025. When the maximum hours (up to 32 hours) are completed, they will be paid in May 2026. Completed timesheets may be turned in when the hours are finished but must be received by the principal/supervisor no later than April 10, 2026.

The awarded amount is determined by the FTE of the employee; 1 FTE = 32 hours, .5 FTE = 16, etc.

Please provide your plan, including time you anticipate spending on each item checked above. Submit it to your supervisor on or before September 30, 2025.

By signing below, I agree to follow the above plan to the best of my ability.

Educator Signature: _____ Date: _____

Principal or Supervisor: _____ Date: _____

JORDAN
SCHOOL DISTRICT
Educator-Directed Paid Professional Hours Time Log

Please log your hours below. Be specific when possible. (Use additional sheets as needed.)

The awarded amount is determined by the FTE of the employee; 1 FTE = 32 hours, .5 FTE = 16, etc.

SUBMIT TO THE PRINCIPAL AFTER COMPLETING THE MAXIMUM HOURS (up to 32 hours).

MUST BE RECEIVED BY THE PRINCIPAL/SUPERVISOR NO LATER THAN APRIL 10, 2026 TO BE PAID IN THE MAY 2026 PAYCHECK.

Date	Hours	Activity Description (based on checklist)

By signing below, I declare the foregoing is true and correct to the best of my knowledge and ability.

Educator Name (printed): _____ Date: _____

Educator Signature: _____ Date: _____

Principal or Supervisor Approval: _____ Date: _____