

Dear Educator,

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 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):

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:

- Complete the attached plan and submit it to their principal/supervisor by the first day of class.
- Keep track of the hours worked on the attached timesheet.
- When the 32 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 May 1, 2023.
- Amounts will be paid in the June 2023 paycheck.

For questions please contact your principal.



Educator-Directed Paid Professional Hours PLAN

(SUBMIT BY THE FIRST DAY OF CLASS)

Educator Name: _____ School: _____

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- 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): _____

Please indicate how you anticipate using your educator-directed time. Hours may begin July 1, 2022. When the maximum hours (up to 32 hours) are completed, they will be paid in June 2023. 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.

Please provide your plan, including time you anticipate spending on each item checked above. Submit it to your supervisor by the first day of class.

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

Educator Signature: _____ Date: _____

Principal or Supervisor: _____ Date: _____

