

# WCSD Plan for Paid Professional Hours

HB396

**Eligible Educators:** General education, and special education teachers; counselors; school administration; school specialists; student support; school psychologists; speech-language pathologists; and audiologists.

**Requirements:** Subject to issuance of Administrative Regulations by the Utah State Board of Education, you may be eligible to receive up to 32 hours of paid professional compensation, at your contract daily rate (4 days at your contract FTE), paid in your June 2023 paycheck. Eligible educators, listed above, must:

1. Create a personalized Plan<sup>1</sup> before the first day of instruction, in consultation with your principal<sup>2</sup>, outlining how you will use paid professional compensation during the school year; and
2. Before the end of the school year, provide a written statement to your principal\* outlining how you completed the plan during the school year.

Educator's Name (Please Print)	Employee Number:	School:	Assignment:	
Personalized Plan <sup>3</sup> <b><u>DEADLINE FOR SUBMISSION: AUGUST 10, 2022</u></b>				
Educator's Signature	Date:	Principal Approval Signature	Date:	
<b>Project Completion:</b> I certify that I have worked at least 32 additional hours (Adj for Contract FTE) outside of my normal contract time to complete the previously approved personalized plan described above. <sup>4</sup>				
Educator's Signature:		Completion Date:		
Principal Approval for Payment Signature:		Payment Date:		

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<sup>1</sup> Your plan may include activities that improve and increase an your; knowledge of the academic subjects you teach; time to plan and prepare daily lessons based on student needs; understanding of how students learn; and ability to analyze student work and achievement from multiple sources, including how to adjust instructional strategies, assessments, and materials based on the analysis. Your plan can address your specific needs identified in observation or other feedback, advance understanding of instructional strategies, knowledge and teaching skills, and use of data and assessments to inform and instruct classroom practice. Reference Utah Code § 53F-7-202

<sup>2</sup> \*School Administrators will submit their Plan to their assigned Executive Director.

<sup>3</sup> Use additional sheets of paper or attachments as necessary.

<sup>4</sup> Attach a written statement of how you used paid professional hours to complete your plan.