

Paid Professional Hours for Educators Policy

Adopted: December 3, 2024

Revised: December 17, 2025



Purpose

The purpose of this policy is to establish the parameters by which Wallace Stegner Academy (the “School”) will provide paid professional hours to its educators.

Definitions

For purposes of this policy:

“Educator” means full-time and part-time educators employed by the School in the following positions:

- (a) general education teachers;
- (b) special education teachers;
- (c) counselors;
- (d) administrators;
- (e) specialists;
- (f) student support (may include librarians, instructional coaches, or other certified positions that work 50% or more in a School building);
- (g) psychologists;
- (h) speech language pathologists; and
- (i) audiologists.

“Paid professional hours” means hours outside of an educator’s contracted hours.

“Program funds” means funds allocated to the School in accordance with Utah Code § 53F-7-203 to provide paid professional hours to the School’s educators.

“Qualifying time” means the hours spent engaged in professional learning, including:

- (a) time spent traveling for the professional learning; and
- (b) time engaged in the professional learning.

Policy

The School shall follow Utah Code § 53F-7-203 and Utah Administrative Code R277-629 regarding providing paid professional hours from program funds to the School’s educators.

Allowable Uses of Program Funds

Program funds for paid professional hours shall be used to provide educators with the knowledge and skills necessary to enable students to succeed in a well-rounded education and to meet the challenging state academic standards. Accordingly, program funds may be used by the School to provide paid professional hours to its educators for the:

- (a) activities described in Utah Code § 53F-7-203(4)(b), including but not limited to qualifying time for professional learning as determined between an educator and the School's Chief Executive Officer(s); and
- (b) professional learning expenses described in Utah Code § 53F-7-203(4)(c).

The School shall not use program funds to cover costs that are not outlined in Utah Code § 53F-7-203, including indirect costs.

The maximum number of paid professional hours from program funds that an educator may receive from the School in one fiscal year is 32.

Educator Responsibilities

As a condition to receiving program funds, an educator shall, except as provided in Utah Code § 53F-7-203(5)(b)(i):

- (a) on or before September 30 of each year, create a plan, in consultation with the School's Chief Executive Officer(s), on how the educator plans to use the paid professional hours; and
- (b) before the end of a given fiscal year, provide a written statement to the School's Chief Executive Officer(s) of how the educator used the paid professional hours.

Notwithstanding the foregoing, all educators' plans regarding their proposed use of paid professional hours are subject to review by the School's Chief Executive Officer(s). The Chief Executive Officer(s) has discretion to approve or deny an educator's plan to the extent allowed by law. Educators may not receive paid professional hours until their plan has been approved by the Chief Executive Officer(s).

Timing and Method of Payment of Paid Professional Hours

The School's Chief Executive Officer(s) shall decide, in consultation with the School's accounting and payroll staff, the timing and method in which paid professional hours will be paid out to the School's educators. However, the School shall pay out an educator's paid professional hours by June 30 annually.

Paid professional hours for an educator's qualifying time for professional learning shall be paid out at the educator's approximate contracted hourly rate for the most recent school year. Program funds used to pay for an educator's professional learning expenses shall count toward the educator's paid professional hours allocation and shall

be paid out in an amount and manner that ensures the School's paid professional hours allocation for the educator is not exceeded.

The School may, in the discretion of the Chief Executive Officer(s), pro-rate program funds for an educator's paid professional hours if the educator's employment with the School ends before the end of the School year.