



## **Soldier Hollow Charter School**

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### **Paid Professional Hours for Educators Policy**

#### **PURPOSE**

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

#### **DEFINITIONS**

For purposes of this policy:

- **“Educator”** means 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 Director; 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.

### **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, create a plan, in consultation with the Director, 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 Director 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 Director. The Director 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 Director.

### **Timing and Method of Payment of Paid Professional Hours**

The Director 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. 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.

The School may, at the Director's discretion, 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.