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**Contracts: Education Support Professionals  
Policy Series: 5000 Personnel**

**Policy No. 5080**

10 **Purpose**

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12 The purpose of this policy is to define and recognize Education Support Professionals (ESPs)  
13 within the District and outline the parameters that must exist for an ESP to be eligible for  
14 benefits consistent with District practice, state law, and applicable contracts or agreements. In  
15 2013, the State of Utah changed its eligibility thresholds (e.g., required hours per week) for  
16 retirement and health insurance benefits. Prior to 2013, a 30-hour work week was not required  
17 for ESP employees to receive retirement and health insurance benefits. After the State of Utah  
18 changed these thresholds, only ESP employees who work more than 30 hours per week are  
19 eligible for retirement and health insurance benefits.

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21 The District is committed to ensuring transparency in what benefits we provide to our Education  
22 Support Professionals who contribute significantly to a safe and effective learning environment.

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24 **Definitions:**

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27 Education Support Professional: non-licensed staff who provide essential services that support  
28 student learning and school operations, such as paraprofessionals, clerical staff, custodial and  
29 maintenance personnel, transportation employees, food service workers, and other classified  
30 employees.

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33 **Job Descriptions**

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35 The Board shall direct the Superintendent to adopt job descriptions ~~adopt policies~~ specifying the  
36 duties of each of its education support positions of employment. The Board shall direct the  
37 Superintendent to assign positions of employment to meet the specific needs of the District.

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40 **Benefits for Employees Hired after July 1, 2013**

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42 Unless otherwise defined by District policy or negotiated agreement and subject to Federal law,  
43 an education support professionals (ESPs) hired on or after July 1, 2013:

- 44 1. may be required to work twenty (20) hours or more in a regular work week; and
- 45 2. may be exempt from receiving benefits normally provided to education support  
46 professionals [if they work fewer than 30 hours and are not a contracted Education](#)  
47 [Support Professional.](#)

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51 **Legal References**

52 [Utah Code § 53G-4-402\(5\), \(17\) \(2025\)](#)

53 [Utah Code § 49-12-102\(5\)\(c\) \(2025\)](#)

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56 **Board Approved:** April 21, 2026

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