

# Davis School District Policy and Procedures

**Subject:** 2HR-113 Legislative Allocation of Additional Paid Hours (NEW)  
**Index:** Human Resources  
**Draft:** August 20, 2024

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## 1. PURPOSE AND PHILOSOPHY

The purpose of this policy is to outline how the Davis School District (District) will allocate funds for legislative paid professional hours that 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.

## 2. POLICY

- 2.1. Subject to legislative appropriations, the District shall distribute funds provided in Utah Code Ann. §53F-9-204(6) to provide paid professional hours for qualifying time for professional learning to the following educators:
  - 2.1.1. certified school based employees;
  - 2.1.2. school psychologists;
  - 2.1.3. speech language pathologists; and
  - 2.1.4. audiologists.
- 2.2. The District may only use program funds for qualifying time and costs as outlined in Utah Code Ann. §53F-7-203. Funds may not be used to cover indirect costs.
- 2.3. The District shall pro-rate the paid professional hours for qualifying time of:
  - 2.3.1. a part-time educator; and
  - 2.3.2. an educator who begins employment after September 30 or who ends employment prior to the end of the school year according to the portion of the school year for which the District employs the educator.

## 3. EDUCATOR'S RESPONSIBILITIES

- 3.1. An eligible educator shall annually create a plan, in consultation with the educator's administrator, detailing how the educator plans to use qualifying time for professional learning during the school year that follows a comprehensive evidence-based approach to improving an educator's effectiveness in raising student achievement.
- 3.2. Before the end of a given school year, the educator shall provide a written statement to the educator's principal of how the educator used paid professional hours during the school year.
- 3.3. ~~Employees-Educators~~ must have their work hours completed on or before May 15.
- 3.4. The District shall disburse program funds to educators by June 30 annually subject to legislative appropriations.

**DEFINITIONS**

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

“**Qualifying time**” means the hours spent engaged in professional learning including: 1) time spent traveling for the professional learning; and 2) time engaged in the professional learning.

Qualifying time does not include time spent: 1) outside of the professional learning environment; or 2) between the professional learning activities or sessions once the professional learning has ended for the day.

**REFERENCES**

[Utah Code Ann. §53F-7-203](#) – Paid professional hours for educators.

[Utah Code Ann. §53F-9-204\(6\)](#) – Public Education Economic Stabilization Restricted Account

[Utah Administrative Code R277-629](#) – Paid professional hours for educators.

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**DOCUMENT HISTORY**

**Adopted:** R277-629 requires a policy outlining how the District will distribute legislative funds.