



## HB 396 Personal Professional Development

### Frequently Asked Questions

#### What is HB 396?

House Bill 396 provides up to 32 hours of paid professional time for Utah educators. For educators in SLCSO, the number of hours is **24 hours paid at your hourly rate**. The funding is based on the average salary of teachers throughout Utah. Based on the number of educators who submit plans, the number of available hours may be increased slightly; please leave some flexibility in your plan in the event that occurs.

#### Who is eligible?

Utah Educators with a CACTUS ID assigned as a teacher role: teachers, speech pathologists, certified teacher librarians, preschool teachers, academic coaches, teacher specialists, teacher leaders, guidance counselors, audiologists, psychologists, or social workers, as outlined in 53F-2-405.

#### How does the bill define professional development?

The learning design for these hours is extremely flexible as long as it provides "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" (lines 77-78). Examples of ways that these hours can be used include activities that: improve and increase an educator's knowledge of the academic subjects the educator teaches; provide time to plan and prepare daily lessons based on student needs; increase understanding of how students learn; and support educators' ability to analyze student work and achievement from multiple data sources. Plans should demonstrate that they are imbedded in broad school-wide and LEA-wide educational improvement plans.

#### What is required?

1. Create a plan in consultation with your site administrator. Educators must create and submit a plan on how they will use their 24 paid professional hours.
2. Submit the plan BEFORE the first day of instruction (line 98). Plans must be submitted by **August 29, 2022. Use [this link](#) to submit your plan. The form will time-stamp your plan.**
3. Complete your professional development work between June 1, 2022 and June 9, 2023. Work cannot be completed after the last day of instruction.
4. Report completed hours (up to 24) [using this form](#). Review your hours and activities with your administrator and have them sign the timecard/activity log.
5. Submit your timecard/activity log for payment. *Payments will be processed after SLCSO receives the funding from the state, currently anticipated to be early 2023.*

### What if I am not a full-time (1.0 FTE) teacher?

Multiply the % of your time by the number of hours to determine the number for which you are eligible. For example, 24 x .5 teacher = 12 hours.

### When can I do this professional development?

All professional development activities must be completed OUTSIDE of contract hours. You cannot submit for activities that are already scheduled or paid for through your SLCSD employment.

### Are LETRS professional development or Vector training eligible?

LETRS professional development is not eligible for this funding because the Bridge to Practice happens during the school day, and everyone participating in LETRS is already receiving a \$450 stipend for each of the four modules. Additional pay would be “double-dipping.”

Vector training is an employment requirement and contract time is provided to complete the training sessions.

### Are endorsement classes eligible?

Yes. Endorsement classes happen off contract time; a 3-unit course will easily fulfill 24 hours of professional learning.

### What about NBCT activities?

Yes! Any NBCT work that happens outside of the contract day and that is not otherwise paid by the district can be counted. However, the cost of the test is not reimbursable through this funding.

### How about conferences?

The cost of the conference registration or travel can't be reimbursed. However, any hours spent on non-work days, such as a Saturday, Sunday, or non-school day can be submitted on your professional development plan. If you have a sub for your time, you still can't use those hours as you are still being paid a daily/hourly wage for that day.

### When can I submit my timecard/activity log?

Educators are eligible to submit their timecard/activity log after all hours have been completed, and will be paid their hourly rate. You can only submit ONE timecard/activity log, so make sure all your hours are completed before you send it in. You and your administrators must both sign the document.

### Where do I send my completed timecard/activity log?

Send it to the **Professional Development Office, attn. Whitney Fauver**. It must be received **NO LATER than June 15, 2023**. Place it in the district mail by June 10, 2023 or bring it to the district office.

### Where can I read the bill?

The full bill can be found [here](#).

KEI 8/2/2022

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