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## Additional Pay for Special Educators

The Special Education Department has an available option for special educators to be paid for additional work days depending upon the employee's position. Review the option below before you work additional days to ensure you are eligible for payment. Instructions, forms, and examples are located here:

<https://www.davis.k12.ut.us/departments/special-education/educator-resources/fillable-forms>

Allowable activities when working extended days include:

- IEP related duties
- Records maintenance
- File preparation
- Report preparation
- Assessment related activities
- Conferring with parents
- Other paperwork related to the implementation of the IDEA

**Extended Year for Special Educators** is available to special education teachers (including hearing and vision specialists, and adapted PE teachers) and speech-language pathologists. The number of days may vary from year-to-year based on available monies in the fund. Funding source: Utah Legislature.

- For the 2019-20 school year, full-time special educators (including SLPs, hearing specialists and vision specialists) can work a total of 4 extra days. Part time special educators work the portion of the 4 days related to their Full-Time-Equivalent (FTE).
- The days must be worked 2 weeks before or after contract (not during vacation periods).
- Special Educators will receive a stipend of \$200 per 7.5 hour day or \$100 for 3.75 hours.
- Working for more than one full day (\$200 stipend) is not allowable. Combined days will be paid a maximum of \$200 per day. Exceptions are not allowable.
- The 4 total days must be reported on separate, non-contract dates. A full day of work is 7.5 hours or more. A half day of work is 3.75 hours or more. Time cards with less than 7.5 hours or less than 3.75 hours per day will be returned for correction and might result in non-payment. Time cards with more than 7.5 hours or more will be paid the stipend for 7.5 hours only. See the sample time card using link provided above to ensure the time card is completed correctly.
- Year-round special educators may choose 4 days to work during off-track-time, but not during vacation periods. The *Completed Work Report* should be completed and submitted as soon as the days have been worked.
- Year-round providers can work all or part of the 4 days before the year-round schedule ends.
- A work day means the special educator's regular contract hours.
- Extra days may be split between the beginning and the end of the same school year.
- The *Notice of Intent* form is no longer used.
- Steps to receive payment:
  - Complete the *Completed Work Report* and the *Time Management Report* (green *Time Card*) in ink. Obtain an ink signature from a building administrator on both forms. Submit both reports to your Supervisor's designee (Meridee Litster for K-12 & Related Services, or Christine Johns for Preschool/Early Childhood). **Do not give this paperwork to your building secretary.**
  - Reports are due by the following deadlines:
    - **September 16** for extra days worked before the start of contract days. Time cards submitted after September 16 will not be paid until the spring payment window.
    - **June 16** for extra days worked after the end of contract days. Once the payroll window is closed for the year the funds are no longer available. We are not able to make any exceptions. This is a short time frame and educators should insure they meet the deadline.