

Please save this important document

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), speech-language pathologists and speech-language technicians. The number of days may vary from year-to-year based on available monies in the fund. Funding source: Utah Legislature.

- For the 2023-24 school year, full-time special educators (including SLPs, hearing specialists and vision specialists) can work a total of 5.5 extra days. Part time special educators work the portion of the 5.5 days related to their Full-Time-Equivalent (FTE).
- The days must be worked 2 weeks before or after contract (not during vacation periods or the 4 extra days given by the Legislature for all teachers). **For 2023-2024 available windows are: 7/31 – 8/11 and/or 5/28 – 6/10.**
- 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 5.5 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.
- The *online survey* should be completed and submitted as soon as the days have been worked, not before. (Carefully read the instructions on the website).
- 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.
- Steps to receive payment:
 - Complete the *online survey* **AND** the *Time Management Report (green Time Card)* in ink. Obtain an ink signature from a building administrator on the time card. Submit time cards 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 2** for extra days worked before the start of contract days. Time cards submitted after September 2 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.