

CUSTOM CLASS CHARTER SCHOOL

POLICY

Policy Title:	Paid Professional Hours Policy
Effective Date:	June 17, 2026
Approved By:	Custom Class Charter School Governing Board

1. Purpose

Custom Class Charter School adopts this policy to establish the administration of paid professional hours for eligible educators.

The purpose of this policy is to provide additional paid professional learning time outside of an educator's contracted hours in order to support educator effectiveness, improve instructional practice, strengthen student support, and advance the academic goals of the school and LEA.

Paid professional hours shall be used to provide educators with the knowledge and skills necessary to help students succeed in a well-rounded education and meet challenging state academic standards.

2. Definitions

For purposes of this policy:

1. Paid Professional Hours means hours outside of an educator's contracted hours that are approved and paid by the LEA for qualifying professional learning.
2. Qualifying Time means hours spent engaged in approved professional learning, including time spent traveling for the professional learning and time engaged in the professional learning.
3. Qualifying Time does not include time spent outside of the professional learning environment or time between professional learning activities or sessions once the professional learning has ended for the day.
4. Educator means an eligible employee described in this policy, including general education teachers, special education teachers, counselors, school administration, school specialists, student support personnel, school psychologists, speech language pathologists, and audiologists.
5. Professional Learning Plan means a written plan submitted by an educator, in consultation with the educator's principal, Director, or designee, describing how the educator intends to use paid professional hours.

3. Eligible Employees

Subject to legislative appropriations and the amount of funds allocated to the LEA, Custom Class Charter School may provide paid professional hours to the following educators:

1. General education teachers;
2. Special education teachers;
3. Counselors;
4. School administration;
5. School specialists;
6. Student support personnel;
7. School psychologists;
8. Speech language pathologists; and
9. Audiologists.

Eligibility under this policy does not guarantee payment. Payment is subject to available funding, approval of a Professional Learning Plan, documentation of qualifying time, and compliance with this policy.

4. Allowable Uses

Custom Class Charter School shall use funding under this policy to provide paid professional hours that support professional learning aligned with student success, educator effectiveness, school improvement, and LEA academic goals.

Approved professional learning may include activities that:

1. Improve and increase an educator's knowledge of the academic subjects the educator teaches or supports;
2. Provide time to plan and prepare lessons, learning activities, services, or supports based on student needs;
3. Improve an educator's understanding of how students learn;
4. Improve an educator's ability to analyze student work and achievement from multiple sources;
5. Support the educator's ability to adjust instructional strategies, assessments, services, and materials based on student data;
6. Are an integral part of school-wide or LEA-wide educational improvement plans;
7. Allow for personalized professional learning plans that address an educator's specific needs identified through observation, feedback, evaluation, student data, or school goals;
8. Advance educator understanding of effective and evidence-based instructional strategies;
9. Support strategies for improving student academic achievement or substantially increasing the knowledge and teaching skills of educators;
10. Are aligned with and directly related to the academic goals of the school or LEA; and
11. Include instruction in the use of data and assessments to inform classroom practice, student support, interventions, and services.

5. Approved Professional Learning Activities

As determined between the educator and the principal, Director, or designee, qualifying time may be used for professional learning that follows a comprehensive, evidence-based approach to improving educator effectiveness in raising student achievement.

Approved professional learning activities may include:

1. Trainings;
2. Conferences;
3. Seminars;
4. Workshops;
5. Coursework that is not related to requirements for a degree from an institution of higher education;
6. Curriculum, assessment, or instructional planning aligned to student needs;
7. Data analysis and planning related to student achievement;
8. Professional learning related to special education services, student supports, academic interventions, or school improvement goals; and
9. Other professional learning approved by the LEA that meets the requirements of this policy.

Coursework required for completion of a degree from an institution of higher education is not eligible for payment under this policy.

6. Eligible Expenses

Subject to available funding and approval by the LEA, paid professional hours funding may be used for expenses an educator incurs for approved professional learning, including:

1. Registration fees;
2. Travel-related expenses at allowable rates established by the Division of Finance under applicable Utah law;
3. Required materials; and
4. Hourly pay for qualifying time equivalent to the educator's contracted hourly rate in the most recent school year.

Expenses must be reasonable, necessary, documented, and directly related to approved professional learning. The LEA may deny reimbursement or payment for expenses that are not preapproved, are not adequately documented, exceed available funding, or do not meet the requirements of this policy.

7. Professional Learning Plan Requirement

On or before September 30 of each school year, an educator seeking paid professional hours shall create and submit a written Professional Learning Plan in consultation with the educator's principal, Director, or designee.

The plan shall include:

1. The professional learning activity or activities the educator plans to complete;
2. The expected dates and location, if known;
3. The estimated number of qualifying hours requested;
4. Any anticipated registration, travel, material, or related expenses;
5. A description of how the professional learning is aligned with the educator's assignment;
6. A description of how the professional learning supports student achievement, instructional quality, student services, school improvement, or LEA academic goals;
7. Any connection to feedback, observation, evaluation, student data, school goals, or identified educator needs; and
8. Any additional information requested by the LEA.

The Professional Learning Plan must be approved by the principal, Director, or designee before paid professional hours or related expenses are authorized, unless the LEA grants an exception for good cause.

8. Educators Hired After September 30

An educator who begins employment after September 30 may still be eligible to receive paid professional hours under this policy.

The LEA may prorate the paid professional hours or available funding for an educator who begins employment after September 30 according to the portion of the school year for which the LEA employs the educator.

A newly hired educator shall submit a Professional Learning Plan within a reasonable time after beginning employment, as determined by the principal, Director, or designee.

9. Approval Process

The principal, Director, or designee shall review each Professional Learning Plan to determine whether the proposed use of paid professional hours:

1. Meets the definition of qualifying time;
2. Occurs outside of the educator's contracted hours;
3. Is aligned with the educator's assignment, student needs, school improvement priorities, or LEA goals;
4. Provides professional learning that supports student success and educator effectiveness;
5. Includes reasonable estimated hours and expenses;
6. Is allowable under this policy and applicable law; and
7. Is within available funding.

The LEA may approve, deny, or request revisions to a Professional Learning Plan. Approval of a Professional Learning Plan does not guarantee payment unless the educator completes the approved qualifying time, submits required documentation, and complies with this policy.

10. Documentation and Written Statement of Use

Before the end of each fiscal year, an educator who received or seeks payment for paid professional hours shall provide a written statement to the principal, Director, or designee describing how the educator used the paid professional hours.

The written statement shall include:

1. The professional learning activity completed;
2. The dates and times of participation;
3. The number of qualifying hours completed;
4. A description of the professional learning completed;
5. A description of how the professional learning supported the educator's assignment, student needs, school improvement, or LEA academic goals;
6. Receipts, invoices, agendas, certificates of completion, attendance records, travel documentation, or other supporting documentation, as applicable; and
7. Any other information requested by the LEA.

The LEA may require documentation before payment is issued.

11. Payment for Qualifying Time

Approved qualifying time shall be paid at an hourly rate equivalent to the educator's contracted hourly rate in the most recent school year.

Payment shall be made through the LEA payroll system and is subject to applicable payroll deductions, taxes, retirement treatment, and employer-paid benefit costs.

Paid professional hours are limited to hours outside of an educator's contracted hours. The LEA shall not pay paid professional hours for time that overlaps with the educator's regular contracted work time.

12. Travel Time and Non-Qualifying Time

Qualifying time may include reasonable time spent traveling for approved professional learning.

Qualifying time does not include:

1. Personal time;
2. Meals or lodging time when the educator is not engaged in travel or professional learning;
3. Time spent outside the professional learning environment;
4. Time between professional learning activities or sessions after professional learning has ended for the day;
5. Recreational, social, or optional activities not directly part of the professional learning;
6. Time spent completing coursework required for a degree; or
7. Any time not approved by the LEA as qualifying time.

13. Funding Limitations and Proration

Paid professional hours are subject to legislative appropriations and the amount of funding distributed to Custom Class Charter School.

If requests exceed available funding, the LEA may prorate payments, establish maximum reimbursable amounts, prioritize professional learning aligned to LEA goals, or otherwise allocate funds in a manner determined by the principal, Director, or Governing Board.

The LEA may consider the following when allocating limited funds:

1. Alignment to school or LEA academic goals;
2. Direct impact on student achievement or student support;
3. Required training related to an educator's assignment;
4. Professional learning connected to identified educator needs;
5. Availability of other funding sources;
6. Equity among eligible educators; and
7. The timing and completeness of submitted plans and documentation.

14. Denial of Payment

The LEA may deny payment or reimbursement if:

1. The professional learning was not approved;
2. The activity does not meet the requirements of this policy;
3. The time was not outside the educator's contracted hours;
4. The educator fails to provide required documentation;
5. The expense or time claimed is not reasonable, necessary, or allowable;
6. The professional learning is related to degree requirements;
7. The claim exceeds available funding;
8. The claim includes non-qualifying time; or
9. The educator otherwise fails to comply with this policy.

15. Appeals

An educator whose request for paid professional hours is denied may submit a written appeal to the principal, Director, or designee within 10 business days of receiving notice of denial.

The appeal must include:

1. A written explanation of why the educator believes the request should be approved;
2. A copy of the Professional Learning Plan;
3. Documentation of the professional learning activity;
4. Documentation of claimed qualifying time or expenses; and
5. Any additional information the educator wants the LEA to consider.

The principal, Director, or designee shall review the appeal and issue a written decision. The decision may approve the request, deny the request, approve a modified amount, or request additional documentation. The LEA's appeal decision is final.

16. Annual Review

Custom Class Charter School shall review this policy annually and may revise the policy based on legislative appropriation, USBE guidance, LEA goals, available funding, school improvement needs, and implementation experience.

The LEA shall provide notice of any material changes to eligible educators.

17. Board Authority

The Custom Class Charter School Governing Board retains authority to approve, amend, interpret, and administer this policy consistent with applicable law, USBE guidance, LEA needs, and available funding.

Board Approval and Signatures

Approved by the Custom Class Charter School Governing Board on June 17, 2026.



Matthew J. Middione

Board Chair

Date: June 17, 2026



Douglas Reed

Board Vice Chair

Date: June 17, 2026