



5102 S. Commerce Drive ■ Murray, Utah 84107
 (801) 264-7400 ■ (801) 264-7456 (fax)

COMPENSATION REQUEST FOR PART-TIME EDUCATORS WORKING ON A CONTRACT PROFESSIONAL DEVELOPMENT DAY

Part-time educators will be paid for a full day (8 hours) to attend Professional Development on contract days. It is the responsibility of the educator to submit this form to their principal for approval and then to the payroll department for payment *before the end of the pay period in which the professional development was attended*. The number of hours to submit for payment are based on the educator's FTE. Below is a schedule of the number of hours for which the educator will be paid based on their FTE. Please check the box that relates to the your contract FTE:

Please Check	Contract FTE	Paid Hours Based on FTE	Hours to Be Paid
<input type="checkbox"/>	.333	2.66	5.34
<input type="checkbox"/>	.500	4.00	4.00
<input type="checkbox"/>	.555	4.44	3.56
<input type="checkbox"/>	.667	5.34	2.66
<input type="checkbox"/>	.750	6.00	2.00
<input type="checkbox"/>	.833	6.66	1.34

Educator Name:	
School Location:	
Date(s) of Professional Development:	

Approved by School Administrator:

_____ Date _____

To be completed by Payroll Department:

Hourly Rate Based on Contract	Hours To Be Paid	Educator Compensation