

**Provo City School District**  
**Policy Series 5000: Personnel**



**5320 F5**

**Compensation and Benefits: Preparation Period Buy-Out Agreement**

The District recognizes the need, due to enrollment and/or extenuating circumstances, for schools to sometimes “buy out” a teacher’s preparation period. The District may assign an additional class to teachers with a normal assignment who indicate in writing their choice to teach during their preparation period. Any teacher so assigned must hold or be eligible to obtain the appropriate certification and have Career Status.

Teachers assigned to teach a class during their preparation period shall be compensated at their hourly per diem rate as per the contracted position on the salary schedule or as a percentage/fraction of their teaching contract. This assignment is considered temporary and may be eliminated at any time.

---

Name \_\_\_\_\_ Employee ID \_\_\_\_\_

School Year \_\_\_\_\_ Full Year/ Semester (1 or 2) \_\_\_\_\_

School \_\_\_\_\_

Course Name/Period to Buy Out \_\_\_\_\_

Percent/Fraction of Teaching Contract \_\_\_\_\_

*I have reviewed Provo School District Policy 5320 P8 and agree to participate in a Preparation Period Buy out during this current school year. I understand that I will be compensated according to district policy and that this assignment is considered to be temporary and may or may not be renewed in the future. I understand that this compensation will begin in the subsequent pay period after this agreement is received. Payments will be distributed monthly during the semester that a prep period is taught: September through January and/or February through June. (5 payments per semester course, 10 payments per year-long course)*

Teacher Signature \_\_\_\_\_

Principal Signature \_\_\_\_\_

Date \_\_\_\_\_ Account #: \_\_\_\_\_

Updated March 2019

cc Deputy Superintendent, Payroll Office  
 Received and Approved by Human Resources