



## Draft 1

# Highly Needed Educator Salary Supplement (SHINE) Program

Reviewed/Revised: August 2025	Effective Date: September 2025
Authorized By: Utah State Board of Education	

### 1. Purpose and Background

- 1.1. This policy outlines the administration of the Salary Supplement for Highly Needed Educators (SHINE) program within the Utah Schools for the Deaf and the Blind (USDB) as required by Utah Code [§ 53F-2-504](#). This program is designed to attract and retain highly qualified educators in teaching assignments that present recruitment or retention challenges, thereby supporting and enhancing the educational success of all students within the USDB.

### 2. Definitions

- 2.1. **"Eligible teacher"** means a teacher who:
  - 2.1.1. Has a qualifying assignment.
  - 2.1.2. Holds a qualifying teaching background for the qualifying assignment.
  - 2.1.3. Is an employee of the USDB.
  - 2.1.4. Has not received any unsatisfactory ratings on the teacher's three most recent evaluations or is a new employee.
- 2.2. **"High-needs area"** means teaching assignments that present recruitment or retention challenges as determined by the Utah State Board of Education, also known as the 'Board.'
- 2.3. **"Program"** means the Salary Supplement for Highly Needed Educators (SHINE) program.
- 2.4. **"Qualifying assignment"** means a teaching assignment within an identified high-needs area.
- 2.5. **"Qualifying teaching background"** means an educator holds a current USBE Professional License in Special Education - Preschool, Special Education, or Deaf Education with the appropriate endorsements and aligned with the current assignment.

### 3. Identification of High-Needs Areas and Salary Supplement Amount

- 3.1. USDB shall annually identify and document specific high-needs areas within the USDB. For the initial implementation, these areas include:
  - 3.1.1. Educators with a professional license in Special Education - Preschool with the appropriate endorsements and aligned with the current assignment.
  - 3.1.2. Educators with a professional license in Special Education with the appropriate endorsements and aligned with the current assignment.
  - 3.1.3. Educators with a professional license in Deaf Education with the appropriate endorsements and aligned with the current assignment.



- 3.2. The USDB Executive leadership team, in consultation with Human Resources, will review the high-needs areas and criteria annually and may update them as necessary. The updated list will be published on the USDB website.
- 3.3. The amount of the salary supplement will be calculated as an equal share of USDB's total SHINE program allocation for the fiscal year. This amount will include the cost of employer-paid benefits and will be proportionate to the employee's full-time equivalent (FTE) status and the percentage of time spent on a qualifying SHINE assignment.

#### **4. Determining Eligibility for Salary Supplement**

- 4.1. To demonstrate eligibility for the salary supplement, the teacher must:
  - 4.1.1. Be assigned to one or more of the high-needs areas designated by the Board for the school year.
  - 4.1.2. Possess a qualifying teaching background for the high-needs area, as defined in this policy.
  - 4.1.3. Meet the evaluation criteria as defined for an eligible teacher.
- 4.2. Eligible teachers will be identified by Human Resources and notified of their eligibility by September 30th of the applicable school year.

#### **5. Appeal Process**

- 5.1. A teacher who does not receive a notice of eligibility by September 30th or who disagrees with their eligibility determination may appeal in writing to Human Resources. The appeal must clearly explain the reasons why the teacher believes the eligibility determination was incorrect and should include any relevant supporting documentation.
- 5.2. All appeals must be received by the USDB Human Resources department by October 5th.
- 5.3. The USDB Executive Leadership team will evaluate the appeal and determine if the initial denial was in error or not.
- 5.4. If the decision of the USDB Executive leadership team is not satisfactory to the educator, s/he may appeal to the Board.
- 5.5. The Board will evaluate the appeal in a closed meeting to determine if the initial denial was erroneous.
- 5.6. The Board's decision on the appeal will be made during a closed session, and the teacher and relevant administration will be notified of the decision and the grounds for the determination. The Board's decision is final.

#### **6. Nature of the Salary Supplement**

- 6.1. The salary supplement is considered part of the eligible teacher's base pay, subject to the teacher's continued qualification as an eligible teacher each year.
- 6.2. USDB will include employer-paid benefits in the amount of each salary supplement.

#### **7. Policy Review and Compliance**



- 7.1. This policy will be reviewed annually as required by the USDB Executive leadership team to ensure its alignment with Utah Code [§ 53F-2-504](#) and the USDB's evolving needs.
- 7.2. USDB will publish information about the SHINE program, including the designated high-needs areas and eligibility criteria, on the USDB website.
- 7.3. USDB will cooperate with the Board in annually reporting by October 13th, which teaching assignments have been designated as high-needs and the number of eligible teachers receiving the supplement, as required by law.
- 7.4. The payment of salary supplements under this policy is subject to legislative appropriations and the availability of funds allocated to USDB for this purpose by the Board.