

# CENTER FOR CREATIVITY, INNOVATION, AND DISCOVERY

## Salary Supplement for Highly Needed Educators

### Policy

#### **Purpose**

The Board of Directors of the Center for Creativity, Innovation, and Discovery has established this policy to meet the requirements of Utah Code §53F-2-504 which provides salary supplements for teachers in accordance with Utah's Salary for Highly Needed Educators (SHINE) Program. This policy describes how the school will administer the program including eligibility requirements and the use of allocated funds.

The Board of Directors acknowledges that the Utah Legislature and Utah State Board of Education (USBE) allows each LEA to determine which teaching areas are highly needed in their schools. The board further acknowledges that SHINE Program Funds have been allocated to the school in order to attract and retain qualified educators in those subject areas which the board has designated as "high need" due to a chronic shortage of qualified educators in those areas, assignments filled by teachers working outside their fields of expertise, emergency-certified teachers, or long-term substitute teachers.

#### **Definitions**

Eligible Teacher: means a teacher who has a qualifying assignment; qualifies for a teacher's assignment in accordance with an LEA's policy; has not received an unsatisfactory rating on the teacher's three most recent evaluations; or has a qualifying assignment and is a new employee.

High-Needs Area: means at least two and up to five teaching assignments that the school designates in this policy as challenging to fill or retain.

SHINE Program: means the Salary Supplement for Highly Needed Educators Program designed to provide annual bonuses for teachers with teaching assignments in high-need areas, as long as they meet specific criteria listed below.

Qualifying Assignment: means a teacher who is assigned to a high-needs area.

#### **Use of Allocated SHINE Funds**

The school will use all funds allocated through the SHINE Program to pay the school's proportional part of an eligible teacher's salary supplement including employer paid benefits.

- Employer-paid benefits are an addition to the salary supplement amount established by the school;

- The salary supplement is part of an eligible teacher's base pay, subject to eligible teacher's qualification as an eligible teacher every year, semester, or quarter;
- Any carryforward funds may be used to increase salary supplements if all eligible teachers have received the supplement defined in this policy.

### **Identification of High-Needs Areas**

In accordance with Utah Code §53F-2-504, the Board of Directors of CCID has identified the following three areas as “high-needs” because of the difficulty of hiring and retaining teachers in these areas:

- Special Education
- Secondary Mathematics

### **Qualifications for Eligible Teachers**

A teacher must meet each of the following qualifications in order to be eligible to receive a salary supplement from the SHINE Program:

- A teacher must have a teaching assignment or be teaching in a high-needs area as identified by the Board of Directors;
- A teacher must have *one* of the qualifying educational or teaching backgrounds listed below:
  - A degree major (bachelor's, master's or doctoral degree) in the area of a qualifying teaching assignment;
  - Coursework equivalent to a degree major in the area of the qualifying teaching assignment;
  - Ten (10) years experience teaching the qualifying teaching assignment in Utah, including the current school year; or,
  - A Professional License qualifying an individual to teach in the area of a qualifying teaching assignment.
- A teacher must be in good standing at the school. The following teachers are considered in good standing:
  - An employee new to the state;
  - An employee new to the school;
  - An employee who has received no “unsatisfactory” ratings in the previous three evaluations.

### **Determination and Certification Process**

According to the guidelines in this policy, the administration will determine if a teacher is eligible to receive SHINE Program funds and will certify the list of eligible teachers to be awarded a salary supplement by:

- Requiring identified teachers to provide evidence of qualifying educational teaching backgrounds as described in this policy;
- Verifying a teacher’s good standing at the school through a review of the three most recent evaluations for current teachers;
- Ensuring that a teacher’s teaching assignment is in a high-needs area as defined by this policy; and,
- Reviewing the qualifications of designated teachers; and
- Confirming eligible teachers’ assignments in tools provided by the USBE.

### **Salary Supplement Amount**

As described in Utah Code §53F-2-504, the amount of salary supplement available to teachers in areas designated “high needs” by an LEA is determined annually based on legislative appropriations, the number of eligible teachers or applicants in each LEA or school, and an LEA’s enrollment which affects the amount of legislative appropriation received by the school.

- The school has set a minimum amount of \$4,500 as a salary supplement under this program unless the legislature does not allocate sufficient funds to provide that minimum amount per eligible teacher.
- The school will divide any additional allocated funds among all eligible teachers after disbursing the minimum \$4,500 salary supplement amount.

### **Part-Time Assignments**

Eligible teachers with part-time assignments in qualifying courses may receive a partial salary supplement.

### **Prorated Salary Supplement**

If a teacher leaves a qualifying teaching position partway through the year, the salary supplement under this program will be prorated based on the days worked. The total award amount will be adjusted to reflect only the portion of the contract year the educator was employed. The funds will be prorated according to the following guidelines:

- Proration Requirement: If an educator terminates employment before the end of the contract year, the award is prorated based on the actual days worked.
- FTE Adjustment: The supplement is based on a 1.0 FTE (Full-Time Equivalent), meaning the supplement will be adjusted if a teacher works less than 1.0 FTE or leaves.
- Payment Structure: The supplement is generally distributed in equal monthly installments, which are paused if the educator goes into unpaid status or is terminated.

## **Appeal Process**

Teachers who do not receive a salary supplement because of a determination that they are ineligible due to qualifications, teaching assignments, or other considerations may appeal that determination through the process below:

- A request to the Executive Director for the convening of an Appeals Committee to consider a teacher's appeal;
- An Appeals Committee will be convened within 10 business days;
- The Appeals Committee will consist of the Executive Director and the Executive Committee of the Board of Directors;
- An appeal of eligibility to the committee by which the teacher demonstrates that a teacher's assignment is substantially equivalent to an area that has been designated as high-needs by the Board of Directors;
- An appeal of eligibility to the committee by which the teacher demonstrates through transcripts and other documentation that the teacher is eligible based on education or teaching background.
- After hearing the teacher's appeal of eligibility, the Appeals Committee will make a determination within 10 business days.
- The decision of the Appeals Committee is a final determination from the school for that school year.

## **Reporting Requirements**

The school will keep a record of those teachers who receive SHINE salary supplements and report all high-needs teaching assignments by the deadline and using the forms and processes provided by the USBE.

## **Requirement to Update Annually**

The school will update this policy annually and provide notice of any changes to teachers within the LEA.

**Reviewed:** May 28, 2026