

# Davis School District Policy and Procedures

**Subject:** 2HR-114 Salary Supplement for Highly Needed Educators (NEW)  
**Index:** Human Resources  
**Draft:** July 14, 2025

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## 1. PURPOSE AND PHILOSOPHY

The Board of Education for the Davis School District (Board) has established this policy to guide the administration of the Salary Supplement for Highly Needed Educators (SHiNE). The purpose of this program is to attract and retain qualified educators in hard-to-fill teaching positions. This policy outlines the process for identifying high-needs teaching assignments within the Davis School District (District), determining the amount of salary supplement, and establishing eligibility criteria for educators.

## 2. IDENTIFYING DISTRICT HIGH-NEEDS TEACHING ASSIGNMENTS

- 2.1. The Assistant Superintendent over Human Resources, or designee, shall develop and maintain administrative procedures to guide the identification of high-needs teaching assignments. These procedures shall include:
  - 2.1.1. the criteria used to determine high-needs teaching assignments;
  - 2.1.2. the composition and selection process for a review committee;
  - 2.1.3. the process for conducting an annual review of staffing needs; and
  - 2.1.4. the requirements for reporting, documentation, and communication.
- 2.2. Following the annual review, and in accordance with these procedures, the Assistant Superintendent shall approve the list of high-needs teaching assignments for the upcoming school year.

## 3. SALARY SUPPLEMENT

- 3.1. The Business Administrator, or designee, shall annually determine the salary supplement amount based on available state funding, legislative appropriations, and the number of eligible educators. The Business Administrator shall also oversee the distribution of funds, maintain required documentation, and ensure compliance with all reporting requirements related to the salary supplement.
- 3.2. Each eligible educator shall receive a salary supplement equal to the established supplement amount plus the amount of any employer-paid benefits associated with a corresponding increase in salary.
  - 3.2.1. The salary supplement shall be prorated based on the percentage of the educator's teaching assignment that qualifies as a designated high-needs assignment under this policy.
  - 3.2.2. The salary supplement shall be disbursed in two installments in accordance with the District's payroll schedules.
- 3.3. An educator shall no longer receive the salary supplement if they become ineligible due to changes in the District's high-needs designation or in the educator's teaching assignment.

## 4. DETERMINING EDUCATOR ELIGIBILITY AND NOTIFICATION

- 4.1. To be eligible for the salary supplement, the educator **must meet all** the following criteria:
  - 4.1.1. Be assigned to a teaching assignment identified as highly needed for the

- applicable school year.
- 4.1.2. Hold, or be actively working toward, a license or endorsement in the qualifying teaching assignment.
- 4.1.3. Be actively employed in the qualifying teaching assignment during the fiscal year the salary supplement is issued.
- 4.1.4. Have no ineffective ratings on a summative educator evaluation within the past two years. This requirement applies only to educators who have one or more summative evaluations on record.
- 4.2. The Human Resources Director, or designee, shall annually verify educator eligibility using licensure records, assignment codes, and payroll data. The Director shall certify a list of eligible educators for the salary supplement, publish the list of designated high-needs teaching assignments on the District website, notify eligible educators, maintain required documentation, and ensure compliance with all state reporting requirements related to educator eligibility and assignment verification.

## **5. COMMUNICATION AND APPEAL PROCESS**

- 5.1. Designated high-needs teaching assignments will be published on the District's website by **September 15** each year.
- 5.2. Educators identified as eligible for the salary supplement will be notified in writing by **October 13** each year.
- 5.3. An educator who believes they have been incorrectly deemed ineligible for the salary supplement may submit a written appeal, including all relevant supporting documentation, to the Director of Human Resources no later than **October 31** of the fiscal year in which the salary supplement is issued.
- 5.4. Appeals are limited to claims that the educator meets the established eligibility criteria. Appeals may not challenge the District's designation of high-needs teaching assignments.
- 5.5. The Director of Human Resources, or designee, shall review the appeal and issue a final written determination within 15 business days of receipt of the appeal.

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**REFERENCES**

[Utah Code Ann. §53F-2-504](#) – Salary Supplement for Highly Needed Educators.

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**RELATED DOCUMENTS**

SHiNE Administrative Procedures

High-Needs Teaching Assignments for the Current School Year

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**DOCUMENT HISTORY**

**Adopted:** Policy adopted to implement the Highly Needed Educators Program established in SB173 (2024), offering a salary supplement to eligible educators.