

POLICY 3038

Highly Needed Educator Salary Supplement

A. General Policy Statement

1. The Salary Supplement for Highly Needed Educators (SHiNE) Program is designed to enhance the recruitment and retention of teachers in subject areas identified as high-need. Under this program, Box Elder School District is required to annually designate two to five teaching assignments that are challenging to staff or retain educators in. Eligible teachers—those assigned to high-need areas, possessing the appropriate qualifications, and meeting performance criteria—will receive salary supplements as determined by the Box Elder School District and as outlined in this policy. These supplements are subject to annual verification of eligibility.

B. Definitions

1. In this policy:
 - a. “High-needs area” means a teaching assignment that has been designated by the Board of Education as challenging for the District to fill or to retain educators in. The District’s high-needs areas for the current school year and the amount of supplement for each area are as listed in Exhibit A of this Policy.
 - b. “Qualifying assignment” means an assignment to a high-needs area or which is substantially equivalent to such an assignment.
 - c. “Eligible teacher” means a teacher who has a qualifying assignment, has satisfied the requirements of this Policy to demonstrate assignment to a high-needs area and a qualifying teaching background, and is either a new employee of the District or has not received any unsatisfactory ratings on the teacher’s three most recent evaluations.

[Utah Code § 53F-2-504\(1\) \(2025\)](#)

C. Determining Eligibility for Salary Supplement

1. To demonstrate eligibility for the salary supplement, the teacher shall submit documentation showing that the teacher:
 - a. Is assigned to one or more of the high-needs areas designated by the Box Elder Board of Education for the school year 2025/2026, or the teacher’s assignment is substantially equivalent to a designated high-needs area:

- b. Has a qualifying teaching background for the high-needs area, as shown by education transcripts or other documentation; and
 - c. Is either a new employee of the District or has not had any unsatisfactory ratings on the teacher's three most recent evaluations.
2. The documentation must be submitted by October 1. The Superintendent or designee shall review the documentation provided by the teacher seeking the salary supplement and determine if the requirements have been satisfied, including verifying the teacher's teaching background. The Superintendent or designee shall promptly inform the teacher of the determination. Once all timely requests have been evaluated, the Superintendent or designee shall certify a list of the teachers who are eligible for the salary supplement.

[Utah Code § 53F-2-504\(2\)\(a\)\(iv\), \(v\) \(2025\)](#)

D. Appeal of Application Denial

1. A teacher whose application for the salary supplement has been denied may appeal that determination to the Box Elder School Board. The appeal shall be in writing and submitted within 30 days of the notice that the application has been denied. The appeal shall explain why the teacher asserts the denial was incorrect (including as applicable why the teacher's assignment is substantially equivalent to a high-needs area) and shall include any appropriate supporting documentation. The Box Elder School Board shall evaluate the appeal in a closed meeting of the Board and determine if the denial was erroneous and notify the teacher and administration of the determination and the grounds for the determination.

[Utah Code § 53F-2-504\(2\)\(a\)\(iii\) \(2025\)](#)

E. Nature of the Salary Supplement

1. The salary supplement is considered part of the teacher's base pay, subject to the teacher's continuing qualification as an eligible teacher each trimester. The amount of the supplement the teacher receives shall be an equal portion of the fiscal year's amount allocated to Box Elder School District for the SHiNE program, plus the amount of any employer-paid benefits that the teacher would be entitled to for a corresponding salary increase.

[Utah Code § 53F-2-504\(4\), \(5\) \(2025\)](#)

F. Increase in Amount of the Salary Supplement

1. The Board of Education may increase the amount of funds that are provided through the salary supplement if it first ensures the proper distribution to the District's

teachers of funds the District receives under the program and also experiences a carry forward or leftover balance.

[Utah Code § 53F-2-504\(7\) \(2025\)](#)

G. 2025-2026 Qualifying Teaching Assignments

1. Special Education
2. Secondary Mathematics
3. 7th & 8th Grade Integrated Science
4. Chemistry
5. Physics