



## **Salary Supplement for Highly Needed Educators Program Policy**

### **Purpose**

The purpose of this policy is to describe how Channing Hall (the “School”) administers the Salary Supplement for Highly Needed Educators (“SHiNE”) Program. This policy is meant to comply with the requirements of Utah Code § 53F-2-504.

### **Definitions**

“Eligible teacher” means a teacher who: (a) has a qualifying assignment; (b) qualifies for the teacher’s assignment in accordance with an LEA’s policy; and (c) is a new employee or has not received an unsatisfactory rating on the teacher’s three most recent evaluations.

“Qualifying assignment” means a teacher who is assigned to a high-needs area.

“High-needs area” means at least two and up to five teaching assignments that an LEA designates in a policy as challenging to fill or retain.

### **High-Needs Areas**

The following teaching assignments are designated as high-needs areas as allowed by Utah Code §53F-2-504:

- a) Special Education Teachers (k-8)
- b) Middle School, 6-8 grades Math Teacher
- c) Middle School, 6-8 grades Science Teacher
- d) Middle School, 6-8 grades, English

### **Qualifications for Eligible Teachers**

A teacher must meet each of the following qualifications to be eligible to receive salary supplements from the SHiNE Program:

- a. A teacher must have a teaching assignment or be teaching in a high-needs area as identified above by this policy;
- b. A teacher must have one of the qualifying educational or teaching backgrounds listed below:

- a. A degree major (bachelor's, master's, or doctoral degree) in a qualifying teaching assignment;
  - b. Ten (10) years of experience teaching the qualifying teaching assignment in Utah, including the current school year; or,
  - c. A Professional License qualifying an individual to teach in a qualifying teaching assignment.
- a) A teacher must be in good standing at the school. The following teachers are considered in good standing:
- a. A new employee in the state;
  - b. An employee who has received no “unsatisfactory” ratings in the previous three evaluations.

On an annual basis, the School's Head of School or their designee shall create a list of all teachers who have been determined to meet the definition of an eligible teacher under this policy.

#### **Process for Certifying a List of Eligible Teachers to be Awarded a Salary Supplement**

On an annual basis, the School's Head of School or their designee shall review the list of all teachers who have been determined to meet the definition of an eligible teacher under this policy and make any necessary changes to the list. The list is considered certified by the School's Director or their designee when they send, or cause to be sent, the list to payroll for processing of the salary supplement payment under the SHiNE Program.

#### **Salary Supplement Amount**

All teachers at the School who are determined to be eligible under this policy (i.e., all teachers on the certified list described above) shall receive a salary supplement under the SHiNE Program in an amount commensurate with the funds allocated to and received by the School under the SHiNE Program. The salary supplement award will be included in the educator's monthly paycheck beginning in September of each eligible contract year. Eligible teachers assigned 1.0 FTE in a high-need area shall receive the full salary supplement. Eligible teachers who are assigned less than 1.0 FTE in a high-need area shall receive a prorated salary supplement based on the percentage of their FTE in the high-need area. If the educator is in an unpaid status, the payment of the award will pause until the educator returns to a paid status. If the educator terminates employment before the end of the contract year, the total award amount will be prorated based on the days worked in the contract year before the last day of work.

The School may increase the amount of funds the School provides to eligible teachers if the School:

- a) first ensures proper distribution of funds the School receives under the SHiNE Program to the School's eligible teachers; and
- b) experiences a carry-forward or leftover balance.

### **Appeals**

If the School's Head of School or their designee determines that a teacher does not meet the definition of an eligible teacher and therefore does not qualify for a salary supplement under the SHiNE Program, the teacher may appeal that decision in writing by September 15 to the School's Board of Trustees (the "Board") if the teacher:

- a) believes they do meet the definition of an eligible teacher under this policy; or
- b) has a teaching assignment at the School that is substantially equivalent to a high-needs area and otherwise meets the definition of an eligible teacher under this policy.

When submitting an appeal, a teacher is required, at a minimum, to provide transcripts and other documentation to the Board in order for the Board to determine if the teacher is an eligible teacher with a qualifying teaching background.

The Board shall make a decision on the appeal within thirty (30) school days.

### **Administrative Procedures**

Each school year, the Head of School shall establish, through administrative procedures, the salary supplement amount that each eligible teacher will receive for that school year.

### **Updating Policy**

The School shall update this policy annually and provide notice of any changes to the policy to teachers within the School.