Washington County School District
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District Policy 1930

Salary Supplement for Highly Needed Educators (SHiNE) Program

Personnel Washington County School District - Approved 06-09-25

1. Purpose

The purpose of this policy is to establish the application and appeal procedures for administration of the Salary Supplement for Highly Needed Educators (SHiNE) Program as per Utah Code Ann. § 53F-2-504.

2. Policy

2.1. Each year the WCSD Executive Administration will determine the high-needs assignment areas and establish a list of qualifying approved assignment Those areas will be identified in section 3.1.5.

2.2. The annual salary supplement award is up to $4,563 for an eligible full time educator who is assigned 100% to an approved high-needs assignment An eligible full time or part time educator who is partially assigned to an approved high-needs assignment area, shall receive a partial salary supplement award based on the total percentage of the approved assignment and the employee's calculated FTE.

The salary supplement award will be included in the educator's monthly paycheck beginning in September of each eligible contract year.

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, prior to the end of the contract year, the total award amount will be prorated based on the days worked in the contract year prior to the last day of work.

2.3. It is the responsibility of the employee to complete the online application to be considered for the SHiNE salary supplement award. **Online applications will be accepted from July 1st to August 15th each year**. An online application must be submitted during this time in order to receive consideration for the award. Submitted applications will be reviewed for eligibility and approval.

3. Procedure

3.1. Definitions

3.1.1. “Eligible educator” means an educator who has a:

3.1.1.1. qualifying approved assignment

3.1.1.2. qualifying educational or teaching background

3.1.1.3. is in good standing as either a

- new employee; or
- has not received an unsatisfactory rating on the educator’s three most recent evaluations.

3.1.2. “Qualifying educational background” means the educator has:

3.1.2.1. a bachelor’s degree major, master’s degree, or doctoral degree in the appropriate area that corresponds with the approved assignment area *(mathematics, computer science, computer information technology, integrated science, chemistry, physics, physical science, general science, or special education)*; **or**

3.1.2.2. a bachelor’s degree major, master’s degree, or doctoral degree that has course requirements that are substantially equivalent to the course requirements for a bachelor’s degree major, master’s degree, or doctoral degree in the appropriate area that corresponds with the approved assignment area *(mathematics, computer science, computer information technology, integrated science, chemistry, physics, physical science, general science, or special education)*.

3.1.3. “Qualifying teaching background” means the educator has been teaching the same approved assignment area in Utah public schools for at least 10 years.

3.1.4. “High-needs area” means teaching assignments areas that the WCSD Executive Administration designates in section 1.5 of this policy as challenging to fill or retain.

3.1.5. ”Qualifying approved assignment” means the following approved high-needs assignment areas for the 2025-2026 year:

- secondary mathematics;
- integrated science in grade 7 or 8;
- chemistry;
- physics;
- computer science;
- special education

3.1.6. “Calculated FTE” means the FTE reported to USBE in CACTUS or USIMS based on the following USBE formula:

*(Remaining contract days ÷ 186 calendar) * contract FTE*

3.1.7. “Calculated Award Amount” means the amount of the annual award based on the following formula:

*The maximum award amount * the calculated FTE * the total percentage of approved SHiNE Program assignment areas*

3.2. Eligibility requirements:

3.2.1. The following process will be used to determine if an educator is eligible for the SHiNE Program once an online application is submitted:

3.2.1.1. The educator’s online application will be reviewed to identify if the educator is eligible under the definition in section 3.1.1. Applications that have identified the degree major as an equivalent major will be reviewed by the WCSD Executive Administration to determine qualifying educational background eligibility.

3.2.1.2. The educator’s assignments will be reviewed to identify the approved SHiNE Program assignment areas based on course information available in PowerSchool. A total percentage of approved SHiNE Program assignment areas will be determined.

3.2.1.3. The WCSD HR Department will certify a list of eligible educators who have met all requirements set forth in the program and are eligible to receive the salary supplement. The list will include the calculated award amount.

3.2.1.4. Those that submitted an online application will be notified via email the approval status of their application, along with the award amount OR the reason for denial and a link to submit a SHiNE Program Appeal Application (if applicable).

3.2.1.5. The WCSD HR Department will conduct an audit in October and January each year of approved SHiNE Program educators, to determine if a change in the educator’s assignment or FTE results in a change in the calculated award amount. If a change results in a different calculated award amount, the educator will be notified via email and the adjustment will be made with the Payroll Department.

3.3. Appeals Procedures

This section establishes an appeal process for an educator to follow if the educator’s submitted SHiNE application is not approved due to qualifying educational background, qualifying teaching background, or qualifying approved assignment.

3.3.1. The educator must submit the SHiNE Program Appeal Application no later than September 15th of the contract year.

3.3.2. The educator must submit all supporting documentation with the Appeal Application no later than September 15th of the contract Supporting documentation may include transcripts or experience verification documentation or evidence of assignment changes in

PowerSchool.

3.3.3. Once the Appeal Application and supporting documentation have been received, the application and documentation will be presented to the WCSD Executive Administration for review to determine if the appeal will be granted.

3.3.4. All appeals are final once the WCSD Executive Administration makes a determination of eligibility.