

Highly Needed Educator Salary Supplement

[Note that Utah Code § 53F-2-504(2) requires each LEA to create a policy for administration of the Highly Needed Educators program which identifies the high-need areas, determines the amount of the supplement, establishes the qualification process, and establishes an appeal process for a teacher who is determined not to qualify. The statute also requires that the LEA update the policy annually and provide notice to teachers. This model policy provides a framework for the required policy but will require completion by each district. The statute takes effect beginning on July 1, 2025.]

Definitions—

In this policy:

1. “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.
2. “Qualifying assignment” means an assignment to a high-needs area or which is substantially equivalent to such an assignment.
3. “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\(1\) \(2024\)](#)

Determining Eligibility for Salary Supplement—

To demonstrate eligibility for the salary supplement, the teacher shall submit documentation showing that the teacher:

1. Is assigned to one or more of the high-needs areas designated by the Board of Education for the school year or that the teacher’s assignment is substantially equivalent to a designated high-needs area;
2. Has a qualifying teaching background for the high-needs area, as shown by education transcripts or other documentation; and
3. Is either a new employee of the District or has not had any unsatisfactory ratings on the teacher’s three most recent evaluations.

[Utah Code § 53F-2-504\(1\)\(a\), \(2\)\(a\)\(iii\)\(B\) \(2024\)](#)

The documentation must be submitted by _____. 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\(2\)\(a\)\(iv\), \(v\) \(2024\)](#)

Appeal of Application Denial—

A teacher whose application for the salary supplement has been denied may appeal that determination to the Board of Education. 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 Board of Education 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\(2\)\(a\)\(iii\) \(2024\)](#)

Nature of the Salary Supplement—

The salary supplement is considered part of the teacher's base pay, subject to the teacher's continuing qualification as an eligible teacher each year, semester, or quarter (as applicable). The amount of the supplement the teacher receives shall be the amount of the supplement established by the Board of Education plus the amount of any employer-paid benefits that the teacher would be entitled to for a corresponding increase in salary.

[Utah Code § 53F-2-504\(4\), \(5\) \(2024\)](#)