Highly Needed Educator Salary Supplement

Note: Utah Code § 53F-2-504 requires the District to maintain a policy for administration of the Highly Needed Educator program identifying high-need areas, determining supplement amounts, establishing the qualification process, and establishing an appeal process for a teacher determined not to qualify. The District shall update this policy or its annual exhibit each year and provide notice to teachers.

Definitions 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) (2025)

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) (2025)

The documentation must be submitted by the annual deadline established by the Superintendent or designee and included in the District's annual notice to teachers. 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)

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) (2025)

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) (2025)

Increase in Amount of the Salary Supplement

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)

DFE Exhibit A - Annual High-Needs Areas and Supplement Schedule

The Board shall review and update this exhibit annually. The annual exhibit may be adopted as part of this policy or as an annual Board-approved schedule referenced by this policy. Until the Board designates a high-needs area and supplement amount, no salary supplement is created under this policy.

School Year	Board-Designated High-Needs Area	Supplement Amount	Eligibility or Documentation Notes
2026-2027	To be designated by Board action.	To be designated by Board action.	Annual teacher notice shall identify the application deadline and required documentation.
2027-2028	To be updated annually.	To be updated annually.	Review annually before teacher notice is issued.

Source Traceability

Source	Treatment	Reason
USBA Model Policy DFE, modified 30 April 2025.	Retained and completed for Board-ready administration.	The model required District-specific completion of the annual deadline and Exhibit A framework.
Old MSD salary and licensure materials reviewed.	No dashed old-MSD subsection inserted.	Millard salary-placement, licensure, and credential-deduction rules were already preserved in DAB/DFA where they fit better; no old MSD highly-needed-supplement policy was identified.