



2614 S. Decker Lake Ln • West Valley City, UT 84119-2031 • [www.endeavorhall.org](http://www.endeavorhall.org)

## **Salary Supplement for Highly Needed Educators (SHiNE) Policy**

### **PURPOSE**

The purpose of this policy is to describe how Endeavor Hall Charter School administers the "SHiNE" program. This policy is meant to comply with the requirements of Utah Code §53F-2-504.

### **DEFINITIONS**

1. Eligible Teacher: A teacher who:
  - a) has a qualifying assignment
  - b) qualifies for the assignments based on the LEA's policy; and
  - c) is a new employee or an existing employee who has demonstrated competency on the LEA's evaluations.
2. Qualifying Assignment:- A teacher who is assigned in a high needs area.
3. High Needs Area:- Teaching positions that the LEA designates as challenging to fill or retain.

### **POLICY**

The following teaching assignments are designated as high-needs areas at Endeavor Hall:

- a) Special Education (Grades K-6)
- b) Elementary Teachers (Grades K-6)

### **Process for Determining if a Teacher is an Eligible Teacher**

The School's Administration shall perform due diligence in determining whether a teacher meets the definition of "eligible teacher" set forth in this policy. Due diligence includes, at a minimum, verifying that a teacher:

- a) is assigned to one of the high-needs areas listed above,
- b) is duly licensed to teach in the high needs area; and
- c) is a new employee or an existing employee who has demonstrated competency on the LEA's evaluations.

Board Approved 10/23/2025

Endeavor Hall Administration will verify that all "eligible teachers" continue to meet the requirements set forth in this policy.

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

On an annual basis, Endeavor Hall's Administration shall review the list of all teachers who have been determined to meet the definition of eligible teacher under this policy and shall make any changes to the list they feel are necessary. The list is considered certified by the Administration when they send the list to payroll for processing of the salary supplement payment under the SHiNE Program.

#### Salary Supplement Amount

All eligible teachers under this policy will receive a salary supplement commensurate with the funds allocated and received by Endeavor Hall under the SHiNE program. Eligible teachers who are assigned 1.0 FTE in a high needs area shall receive the full salary supplement. Eligible teachers who are assigned less than 1.0 FTE in a high needs area shall receive a prorated salary supplement based on the percentage of their FTE in the high needs area.

#### Appeals

An eligible teacher may appeal Endeavor Hall's Administration's decision if the Administration determines that the teacher no longer meets the definition of "eligible" as set forth in this policy. This appeal should be made in writing to the Endeavor Hall Board of Directors.

#### Annual Procedures

1. Each year the Endeavor Hall Administration will determine the salary supplement amount that each eligible teacher will receive for that school year.
2. Endeavor Hall shall update this policy annually and provide notice of any changes to the policy to teachers within the school.