



SHiNE Policy

1. Purpose

The SHiNE (Supplement for Highly Needed Educators) Grant is established to recruit, retain, and reward licensed educators in Utah who serve in positions or subject-areas that are hard to fill or retain. The grant provides salary supplements to encourage high quality teaching in high-need assignments, bolster educator effectiveness, and ensure students receive access to well-qualified instructors.

2. Authority

- Established under Utah State Code 53F-2-504. [Utah State Board of Education](#)
- Operated under rules and oversight of the Utah State Board of Education.

3. Definitions

- **Highly Needed Educator:** An educator who is filling a position that is difficult to fill or retain within a Local Education Agency (LEA). This includes positions designated as "hard-to-staff" by the LEA or by state criteria. [Utah State Board of Education](#)
- **Qualified Assignment:** A teaching assignment in a subject area or role identified by the LEA and/or state as high-need.
- **Professional Teaching License:** The Utah teaching license recognized by USBE.
- **Endorsement:** The subject-area credentials or endorsement required to teach the assignment.
- **Performance Rating:** The evaluation(s) of teaching performance, as per LEA or statewide educator evaluation system.

4. Eligibility Criteria

To qualify for the SHiNE Grant, an educator must meet all of the following:

1. Possess a valid Utah Professional Teaching License. [ccsdut.org+1](#)
2. Be employed full time under a standard contract (or equivalent, as defined by the LEA) in a Utah Local Education Agency.
3. Hold an active endorsement in the subject area of the high-need assignment.
4. Be assigned to a qualifying high-need subject or role, as determined by the LEA/state.
5. Have satisfactory (or better) performance evaluations in the most recent evaluation period(s). An LEA may specify a number of years (e.g., last one or two years).
6. Not be under disciplinary action or noncompliant with licensing/endorsement requirements.

5. High-Need Subject Areas & Role Identification

- The LEA shall annually (or on a schedule defined by the LEA/state) designate which subject-areas, roles, or assignments are considered “high-need,” based on data such as: staff vacancies, retention rates, student performance, rural/special populations, etc.
- The LEA must provide public notice of the high-need areas and allow input from educators and stakeholder groups.

6. Application Process

- Educators must submit a SHiNE Grant application by a deadline established each year (e.g., October 1).
- The application includes verification of license, endorsement, degree/subject alignment, assignment, and performance evaluations.
- The LEA shall confirm in its records (e.g., via CACTUS or equivalent) that the educator is assigned to a qualifying high-need course or role.
- LEAs may allow an appeals process for educators who believe their assignment is equivalent but not explicitly designated; the appeal must be in writing and submitted by a set deadline.

7. Funding

- Awards are contingent upon the appropriation of funds by the Utah Legislature and allocations made to LEAs. [Utah State Board of Education](#)
- LEAs receive their portion of funds based on student enrollment or another state-approved formula. [Utah State Board of Education](#)
- Supplement amounts are determined by LEA policy but must adhere to state statutes and budget constraints.
- If the number of eligible applicants exceeds available funding, LEAs may prorate or prioritize awards (e.g., based on years of experience in qualifying assignment, effectiveness, or hardship).

8. Disbursement

- Supplements will be paid periodically (e.g., monthly or per pay period) during the school year, as part of regular payroll.
- Payments are subject to verification of ongoing eligibility (assignment, licensure, performance).
- If an educator transfers out of a qualifying assignment or ceases employment with the LEA, the supplement may be discontinued (with LEA policy defining timelines).

9. Monitoring & Accountability

- LEAs must maintain records verifying eligibility for each recipient (license, endorsement, assignment, performance, etc.).
- LEAs must report annually to the State Board of Education on: number of recipients, subject areas covered, budgets expended, impact measures (e.g. retention, vacancy rates).
- The State Board may audit or review LEA compliance with SHiNE policy requirements.

10. Limitations & Exceptions

- The SHiNE Grant shall not duplicate other incentive pay supplements for the same service period if prohibited by statute or LEA policy.
- Educators who are part time, adjunct, or without standard contracts may be ineligible or receive pro-rated supplements.
- The LEA may define “qualifying assignment changes” and specify deadlines for notifying HR of changes.
- Exceptions may be allowed subject to appeal under LEA discretion.

11. Transparency

- LEAs shall publish the SHiNE policy, including eligibility criteria, high-need areas, application deadlines, amount of supplement, and appeal procedures.
- Educators shall receive written notice of their eligibility status (approved, denied, prorated), and reasons for any denial or proration.

12. Review & Revision

- This policy will be reviewed at least annually by the LEA (and State Board) to assess effectiveness, changing needs, and alignment with legislative changes.
- Stakeholders (educators, administrators) should be involved in the review process.