



Provo City School District

Policy Series: 5000 Personnel

Policy No. 5045

Salary Supplements for Highly Needed Educators

Purpose:

In accordance with Utah State Statute, the Provo City School District establishes herein the process by which it will determine the district's areas of "High Need" as defined by [Utah Code § 53F-2-504\(2\)](#) for the Highly Needed Educator Salary Supplement. The Provo City School District Board of Education will determine the "High-needs Areas" of the district and will determine the amount of the Salary Supplement for the coming year no later than June 30 of each year.

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. High-needs areas will be identified by the Board of Education by April 1st for the following school year. The district's high-needs areas for the current school year and the amount of supplement for each area can be found on the employee portion of the Human Resources website for the district.
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 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.
4. "Base pay" means the fixed amount of compensation an employee receives for their work, excluding any bonuses, stipends, or additional earnings.

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; and
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.

The documentation must be submitted by October 1st of each school year. The Superintendent or Human Resources Director 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 Human Resources Director shall promptly inform the teacher of the determination. Once all timely requests have been evaluated, the Superintendent or Human Resources Director shall certify a list of the teachers who are eligible for the salary supplement.

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.

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. It is to be noted that this will be re-evaluated each year based on the needs established by the Board of Education. An employee will not continue to receive this amount as part of their base pay if the Board of Education changes the high-needs areas identified for the following school year.

Legal References:

Utah Code § 53F-2-504(1) (2024)

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

Utah Code § 53F-2-504(2)(a)(iv), (v) (2024)

Utah Code § 53F-2-504(2)(a)(iii) (2024)

Utah Code § 53F-2-504(4), (5) (2024)

Board Approved:

June 10, 2025