



STATE OF HAWAII  
DEPARTMENT OF EDUCATION  
P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF TALENT MANAGEMENT

December 20, 2019

TO: Principals (All)  
Teachers (All)

FROM: Cynthia A. Covell *Cynthia A. Covell*  
Assistant Superintendent

SUBJECT: Shortage Differential Implementation For Classroom Teachers in Special Education, Hard-To-Staff Locations, and Hawaiian Language Immersion Programs

On December 5, 2019, the Hawaii State Board of Education approved the Hawaii State Department of Education's (Department) proposal to provide additional compensation for classroom teachers in three high-need areas: Special Education, Hard-to-Staff locations, and Hawaiian Language Immersion programs. Shortage differentials for teaching positions in these areas are to take effect on January 7, 2020.

***General criteria applicable to all shortage differentials:***

- Applicable to Bargaining Unit 5 positions, regardless of 10-month or 12-month designation;
- Applicable to teachers teaching in Department schools, unless otherwise stated;
- Individuals must be in classroom teaching positions that are providing direct instruction and services to students, unless otherwise stated;
- Individuals must possess the appropriate subject area(s)/teaching field(s) on a Provisional, Standard, or Advanced license issued by the Hawaii Teacher Standards Board (HTSB);
- Amount will be adjusted based on the position's full-time equivalency (FTE);
- Effective date of the differential payout will be based on when individuals obtain the appropriate subject area(s)/teaching field(s) on licenses issued by HTSB; and
- Individuals must be on a paid status and cannot be on leave without pay.

In addition to the general criteria, each differential has supplementary requirements that must be met in order to be eligible for the incentive. Explanations regarding the additional criteria needed for each differential are outlined in the following section.

***Additional criteria applicable to specific shortage differentials:***

**I. Special Education (\$10,000 Annual Shortage Differential)**

- a. Possess a valid Provisional, Standard, or Advanced license issued by the HTSB with the subject area/teaching field of Special Education, regardless of specialty and grade span; and
- b. Assigned to school-level Special Education Teacher or Special Education Teacher/Pre-School titled positions.

There may be situations where individuals are assigned to provide direct instruction and services to students in a Special Education setting, but they may not be in a position titled Special Education Teacher. In addition, individuals may be in district-level positions but are assigned to provide direct instructions and services to students at specific schools, or their positions may be itinerant in nature. In such cases, the Principal or Educational Specialist supervising the position will need to submit an exception request to the Office of Talent Management (OTM) for review in order to have the teacher qualify for the differential. Visit the following link to fill out an exception request: <http://bit.ly/tchdiff>.

Please note that if an individual is granted an exception and remains in the same position with the same job title and duties in the next school year, a new exception request will need to be submitted.

Due to the special school status of the Hawaii School for the Deaf and the Blind, all classroom teacher type positions (including Special School Teacher titled positions) will be considered eligible for the differential, provided the individual meets all other specified criteria.

Public Charter School (PCS) teachers employed by their PCS but assigned to positions funded through Department allocated Special Education funds are eligible for this differential. The PCS teachers must be teaching in a Special Education Teacher or Special Education Teacher/Pre-School Teacher titled position. The Department will process and pay for the shortage differentials for eligible teachers in these types of Department funded positions.

**II. Hard-to-Staff Locations (\$3,000 - \$8,000 Annual Shortage Differential)**

- a. Possess a valid Provisional, Standard, or Advanced license issued by the HTSB, regardless of subject area/teaching field and current teaching assignment; and
- b. Assigned to a school-level position at a school identified as hard-to-staff, regardless if the position is a classroom or certificated support personnel position.

The following chart depicts the qualifying complexes and the corresponding annual differential amount.

<b>Tier</b>	<b>Qualifying Hard-to-Staff Complexes</b>	<b>Annual Differential</b>
1	Hawaii District: Keaau and Pahoia	\$3,000
2	Hawaii District: Kealahou, Kohala, and Konawaena Maui District: Lahainaluna	\$5,000
3	Hawaii District: Honokaa and Kau	\$7,500
4	Maui District: Hana, Lanai, and Molokai Leeward District: Nanakuli and Waianae Special Schools: Olomana School and HSDB	\$8,000

PCS teachers employed by their PCS but assigned to positions funded through Department allocated Special Education funds are eligible for this differential. The PCS teachers must be teaching in a Special Education Teacher, Special Education Teacher/Pre-School, or General Education/Article VI Teacher titled position. The Department will process and pay for the shortage differentials for eligible teachers in these types of Department-funded positions.

III. Hawaiian Language Immersion (*\$8,000 Annual Shortage Differential*)

- a. Possess a valid Provisional, Standard, or Advanced license issued by the HTSB with the subject area/teaching field of either Hawaiian Language Immersion or Kaiaolelo-Kaipuni Hawaii, regardless of grade span, or

Possess a valid Provisional, Standard, or Advanced license issued by the HTSB, regardless of subject area/teaching field and current teaching assignment, and have been deemed fluent in Hawaiian language; and

- b. Assigned to school-level position identified as being a part of the Hawaiian Language Immersion Program.

If there are individuals in Hawaiian Language Immersion Program teaching lines, but the positions were not previously identified as such, the Principal will need to submit an exception request to the OTM for review in order to have the teachers qualify for the differential. Visit the following link to fill out an exception request: <http://bit.ly/tchdiff>.

Please note that if an individual is granted an exception and remains in the same position with the same job title and duties in the next school year, a new exception request will need to be submitted.

Due to Ke Kula Kaiapuni o Anuenue and Ke Kula o Ehunuikaimalino being full immersion schools, all classroom teacher type positions will be considered eligible for the differential, provided the individual meets all other specified criteria.

To view a list of frequently asked questions and answers, individuals are encouraged to log onto the Department's intranet website and view the document titled *Teacher Compensation Shortage Differential – Frequently Asked Questions*. It can be found on the Office of Talent Management's webpage under the *What's New* section or at <http://bit.ly/2PYE1JR>.

Should you have any further questions, please contact Kimberly Miyamoto, Personnel Specialist, at (808) 441-8437, or via e-mail at [Kimberly.Miyamoto@k12.hi.us](mailto:Kimberly.Miyamoto@k12.hi.us). Should you have any questions regarding being deemed fluent in Hawaiian language, please contact Anela Iwane, Educational Specialist, at (808) 784-6070, or via e-mail at [Anela.Iwane@k12.hi.us](mailto:Anela.Iwane@k12.hi.us).

CAC:km

- c: Superintendent  
Deputy Superintendent  
Assistant Superintendents  
Complex Area Superintendents  
Office of Fiscal Services - Budget Branch  
Office of Hawaiian Education, Director  
Hawaii State Teachers Association  
Hawaii Government Employees Association, Unit 06  
Hawaii Public Charter Schools Commission  
OTM – Director, Personnel Assistance Branch; Director, Personnel Development Branch;  
Director, Personnel Management Branch; Administrator, Recruitment Section;  
Certificated Personnel Regional Officers; Certificated Records and Transactions