

# HR CONNECTIONS

## HR Updates

### SPECIAL CALENDARS ARE DUE MAY 10TH

*Special Calendars are an essential piece of the Human Resources processes that assist in ensuring appropriate contract pay, accurate time entry, and emergency employee tracking.*

Examples of employees who should be on a special calendar.

- **Educators on Job Share Agreements**
- **Educators split between two or more locations**
- **Educators on a 187 Modified/207 modified contract who are working modified hours or modified days (i.e. a .50 employee working 8 hours every other day or a 207 that works certain days during the summer that are not part of a normal 207 contract-usually in late June or early July)**

If you have questions about special calendars, please contact Brittany Bauer- Secondary (x88214) or Jane Olsen- Elementary (x88217).

Special Calendars can be found on the HR Connections website under Leaves/Calendars:

<https://employment.jordandistrict.org/hrconnections/>

Special Calendar Tips and Tricks:

- Download the appropriate calendar and complete in EXCEL. It WILL NOT work correctly if you try to complete the special calendar in Google Sheets.
- Special Calendars should balance. *if you see red, errors or formulas that are not working, this is an indicator that something was entered incorrectly. Please contact us with questions.*
- Double check your Parent Teacher Conferences.
- For best results, follow the instructions. Please pay special attention to Professional Development Days, Health and Wellness Day, the flex PD day, non-student days and holidays.
- Fridays and Mondays can be particularly tricky on Job Shares. Please contact us with questions.

## Volunteer Fingerprinting Reminders

- Volunteer fingerprinting is still by appointment only. Volunteers **must** make an appointment *and* have **the completed and administrator signed volunteer form** with them at their appointment.
- The school keeps Code of Conduct Signature Form.
- If your volunteer has been fingerprinted since 2017, please have them contact Human Resources prior to setting a fingerprinting appointment.
- Volunteers who are current employees are not required to have an additional fingerprint.

## Professional License Renewal Reminders

Teachers and other educators whose license will expire on June 30, 2024, are encouraged to begin the license renewal process IMMEDIATELY by going to the USBE website:

<https://www.schools.utah.gov/licensing/renew.php>

Final Reminder letters, requiring principal and employee signatures, will be sent out at the end of this month to individuals with expiring licenses.

**Use the link above, effective January 3, 2024.**

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# Substitute Office

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## April Substitute Incentive

Substitutes who qualify as outlined with **NO CANCELLATIONS** during April 2024 will be eligible for a bonus to be paid on the May 10th paycheck.  
\*\* As a reminder, benefit-eligible substitute teachers working full-time at the various school locations throughout the District **DO NOT QUALIFY** for the monthly substitute teacher bonus incentives.

### April 2024 Substitute Incentive Bonus

- 18 days worked - \$300.00
- 15 days worked - \$180.00
- 12 days worked - \$120.00
- 9 days worked - \$60.00

**REMEMBER:** These bonuses are contingent upon **NO CANCELLATIONS** during the month of April.

### PLEASE TAKE NOTE:

Substitutes do **NOT** lose their bonus if the teacher removes their absence and no longer needs a substitute. *The sub will be added to our report as ineligible if the sub asks the teacher to remove the absence so that they don't have to cancel in Frontline.*

Additionally, if a sub asks the school to cancel a job in an attempt to not lose their bonus, please kindly remind them they will lose their bonus.

Moving forward, the HR Sub Office is no longer accepting cancellation emails or phone calls requesting to keep subs eligible for the Incentive Bonus. If an Admin Assistant or Sub cancels a job for any reason, the Sub will not be eligible for the Incentive Bonus.



APRIL  
SHOWERS  
BRING

flowers

## Google Form- Changes Made AFTER Payroll Deadline Link

<https://forms.gle/S8kQLh93ZtTAbUzaA>

(We recommend you bookmark this link.)

\*\*This form does not replace the Move Money process\*\*

**New absences and changes entered after the deadline will need to have a Google Form completed as well.**



**Sub Office  
Contact Information**

Don't forget the Sub Office has updated contact information:

- Email: [suboffice@jordandistrict.org](mailto:suboffice@jordandistrict.org)
- Phone: 801-567-8219

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# Licensing

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## Special Ed/Ed Support Licensing and Hiring

This is a repeat message that we will include through the Summer. If you have questions regarding specific hires, please contact the Recruiting, Hiring, and Licensing Team.

When hiring Special Education or Licensed Education Support, the following changes have been implemented:

- Special Education and Licensed Education Support (Psychologists, Counselors, and Social Workers) are required, by state and federal statute, to have the correct degree conferred and license awarded prior to first day worked.
- *If a degree has not been conferred or a license has not been awarded*, Special Education teacher candidates **cannot** be hired as a teacher. They may be hired as a long-term substitute, but cannot be the teacher of record.
- In order to have a Special Education candidate serve as a long-term substitute, *they must apply to be a substitute*. This is essential so that they are fingerprinted for a background check and are available to be assigned as a long-term substitute. They will be paid as a substitute until their degree is conferred and license is awarded.
- *For Licensed Education Support candidates*, they will be placed **ON HOLD** for an onboarding until their degree is conferred **AND** their license is awarded.

## Eligible Transfer Candidates and Licensing-Considerations When Selecting Educators for Interview and Hire

Posting and Interviewing for 2024-2025 is in full swing. Here are a few tips and tricks to make your screening goes a little more smooth.

- *Until June 1, policy (DP 304-NEG) requires that at least 2 eligible transfer candidates are interviewed if there are any in your pool.*
  - Eligible transfer candidates are current JSD licensed contracted employees. Substitutes and ESPs are not considered eligible transfer candidates. If you interviewed an eligible transfer candidate at the transfer fair, but they did not apply to your posting, interviews should be extended to at least two eligible transfer candidates that have applied.
- Preference should be given to candidates with a Professional Educator License. ***Educators with an Associate Educator License who are not currently with Jordan School District cannot be considered until after May 1st.*** Preference should still be given to Educators in your pool that have a Professional Educator License even after May 1st.

# Training and Calendar

## On the HR Calendar

- April-** Educator Licensing Renewal- Educators with Expiring Licenses receive Final Reminder
- May 1st-** NEW Underqualified (Associate/LEA-Specific) candidates may be approved for hire
- May 10th-** Special Calendars are DUE to HR
- May 27th-** Memorial Day- *HR Office Closed*
- June 5th-** Teacher Job Share Proposals DUE to AOS
- June 17th-** Juneteenth- *HR Office Closed*
- July 4th-** Independence Day- *HR Office Closed*
- July 24th-** Pioneer Day-*HR Office Closed*
- August 9th-** New Educator Induction-Bingham High
- August 12th-** Teacher Contract Begins
- August 15th-** JSD Job Fair @ Copper Hills High



## New Hire/Change Reminders

**ONBOARDING for 2024-2025 has already begun. Please encourage your New Hires to onboard early.**

As the year draws to a close, please remember to have as many of your New Hire/Change Forms completed for those staff that will be joining your school/department. This will assist in getting staff members in for onboarding as soon as possible. Once staff have attended onboarding the following can occur:

- Email is activated
- Educator on Staff Lists
- Documents needed for salaries can be received earlier
- Access to digital resources for curriculum building
- New Educators can be added to the New Educator Induction Canvas course on July 1
- New Educators with Underqualified Licenses can begin meeting with HR Specialists

*Our goal is to have all employees onboarded within two weeks of a New Hire Form being submitted.* This will assist the District in preserving onboarding slots for late hires, ESP Contracted, ESP Hourly and Miscellaneous Coaches closer to the beginning of the school year.

We encourage you to review the pipeline stage for your New Employees so you are aware of the status of each hire.

## FRONTLINE NEW HIRE/CHANGE FORMS FOR 2024-2025

YAY for efficiencies!! The New Hire Forms and Change Forms have been combined, there will be only one form for each employee type, effective immediately.

Licensed and ESP contracted will still require Recommendation to Hire.

Also, the IT Phone and Securities section is a HUGE upgrade. If you do not fill out that section when completing the Frontline form, you will need to email the Information Systems Help Desk. Please refer to the documentation in the Administrative Assistant Meeting Notes for Spring 2024 for all the other details.

If someone in your office needs training regarding New Hire/Change forms we are in the process of putting this information and training into a Canvas Training Course. Watch JAM for updates.

