

2017-2018 Crucial Policy and Concerns Review for Classified Employees

Jordan School District employees are responsible for knowing and adhering to all District policies and procedures. The following is a list of policies and concerns that are to be reviewed annually. A review of these policies will be available to all employees through Skyward's Online Forms. Employees will receive a message upon login to Skyward Employee Access to complete the process. In addition, the form will be available through Skyward Employee Access by selecting "Online Forms" under "Employee Information." The summaries provided in the review are not policy, so it is imperative to read applicable policies in their entirety when dealing with school, student, and personnel issues. The Jordan School District Policy Manual can be found at <http://policymanual.jordandistrict.org/>.

Call USER support at 801-567-USER (8737) for assistance.

Personnel Policies 1

- **DP326 NEG Sick Leave – Classified**
- **DP335BNEG Personal Leave—Classified**
- **DP377 Employee Immunization (New)**

Personnel Policies 2

- **DP337B NEG Leave of Absence (Personal – 15 Days) – Classified**
- **DP336B NEG Leave of Absence (1 Year) – Classified**
- **DP322 Family and Medical Leave Act**

Personnel Policies 3

- **DP371 Employee Information Network Acceptable Use Policy and Social Media**
- **DP374 Employment Background Checks**
- **DP346 Industrial Accidents (Updated)**

Personnel Policies 4

- **DP356 Substance Abuse-Free Work Environment**
- **DP358 Employee Discrimination and Harassment**
- **DP353NEG Assault or Abuse of Employees**

Personnel Policies 5

- **AA409 Scope of Employment**
- **DP312 Evaluation of Classified Personnel**
- **DP316B Orderly Termination – Classified**

Working with Students 1

- **AS70 Child Abuse-Neglect Reporting by School Personnel**
- **AS97 Management of Concussions and Traumatic Head Injuries**

Working with Students 2

- **AS96 Extracurricular Activity Privileges**
- **DA151 Use of Public School Buildings and Grounds as Civic Centers**
- **DE505 Acceptable Use of Copyrighted Materials in Jordan School District**

Other Presentations

- **Universal Precautions Video**
- **JSD Social Media Guidelines Video**
- **Automated External Defibrillator (AED) Overview Video**
- **Globally Harmonized System for Hazard Communication Presentation (Updated)**
- **Child Sexual Abuse Prevention Training Videos (New)**