

HR CONNECTIONS

HR Updates

FINAL EARLY NOTIFICATION INCENTIVE- LICENSED CONTRACTED ONLY

Licensed employees resigning/retiring at the end of the current contract year, that give official early notification of resignation/retirement in Skyward Employee Access, will be eligible for a tiered incentive. To qualify, notification must be submitted online on or before the final date:

- **February 15, 2024** \$200.00

This tiered incentive is only available to licensed contracted staff, with an active assignment for the 2023-2024 school year.
Employees must complete the full 2023-2024 contract year to be eligible.

NEW PHONE OPTIONS AND NEW WORKFLOW TEAMS

Effective January 2nd, we have changed our phone options to match our new workflow based teams here in HR. This information was shared at the Administrative Assistants meeting and will be shared at the upcoming Principals' Meeting on February 13th. Please check with your school administrative assistant if you have questions.

We are encouraging you to utilize the general HR phone number (**801-567-8150**) and select the appropriate option so that you reach the correct person to address all questions and needs in a timely fashion.

The guides provided at the meeting are now on the [HR Connections Trainings and Tutorials page](#).

Event Reminders

Continue to Grow....

Beyond Your Imagination



JSD Teacher/Educator Transfer Fair

February 12th, 2024
4-6:30 p.m.

MOUNTAIN RIDGE HIGH SCHOOL
 14100 SENTINEL RIDGE BLVD
 HERRIMAN, UTAH 84096

This event is only for current licensed JSD teachers, educators, student teachers and interns. ESP staff are not eligible to attend.

Substitute Office

February Substitute Incentive

Substitutes who qualify as outlined with **NO CANCELLATIONS** during February 2024 will be eligible for a bonus to be paid on the March 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.

DON'T FORGET!

There are no exceptions to the 'No Cancellation' eligibility requirement.



February 2024 Substitute Incentive Bonus

- 15 days worked - \$250.00
- 13 days worked - \$150.00
- 10 days worked - \$100.00
- 8 days worked - \$50.00

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

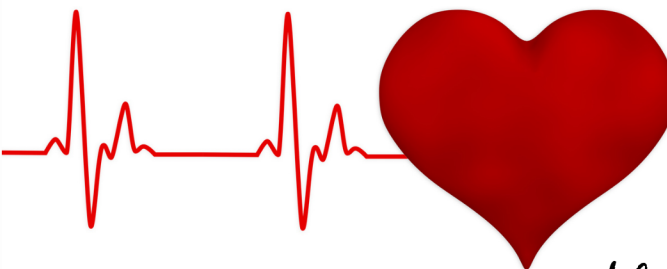
Sub Office Update- Workflow Teams

As a reminder, with our new workflow teams, communication regarding substitute needs, cancellation inquiries, third party reimbursements and all other things substitute related should be emailed to **suboffice@jordandistrict.org**.

This ensures that the current Sub Office team is notified and can respond accordingly.

The Sub Office team can also be contacted by calling 801-567-8219.

Please contact us with any questions.



...you are the heartbeat of our organization.

Sub Office Contact Information

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

- Email: suboffice@jordandistrict.org
- Phone: 801-567-8219

Licensing

Upcoming Important Dates for Educators on LEA-Specific and Associate Educator (AEL) Licenses

February 7th- Spring 2024 PPAT Registration Closes

** Additional Spring 2024 PPAT Deadlines can be found [HERE](#).**

February 15th- Spring 2024 PPAT Task 1 **DUE**

February 25th- Rehire Form **DUE** to AOS for review and approval

March 1st- Known Positions for 2024-2025 School Year posted



Special Ed/Ed Support Licensing and Hiring

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.*

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>

Reminder letters regarding license renewal information will be sent out this month to individuals with expiring licenses.

As a reminder the above link is new, as of January 3, 2024.

Training and Calendar

On the HR Calendar

February 9th- Health and Wellness Day

February 12th- Teacher Transfer Fair at Mountain Ridge High

February 15th- Final Licensed Contracted Early Resignation/Retirement Notification Incentive Deadline (\$200) ****LICENSED ONLY****

February 19th- Presidents' Day

March 1st- Known openings posted on Frontline

March 22nd- Non-Renewal and Provisional Extensions DUE to AOS

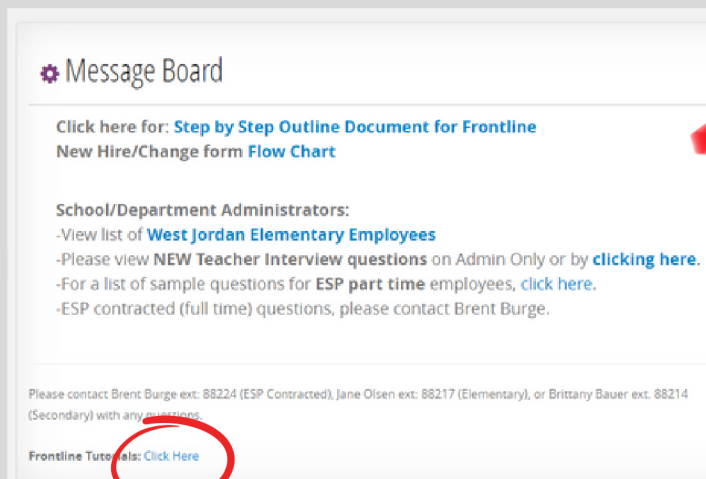
March 28th-29th- Spring Recess-HR Office Closed

Critical Need/Hard to Fill Positions- Requisition Tutorials

Positions considered Critical Need/Hard to Fill are eligible to begin posting immediately.

Remember to complete the Date Position Available field on your Requisition to assist us in accurately identifying positions available for 2024-2025 school year and support our upcoming recruitment efforts nationwide.

Reminder: For tutorials to assist you with completing requisitions and all things frontline, there is a link on your Frontline Message Board as seen below. If you have any questions, please contact your Recruiting Team.



Message Board

Click here for: [Step by Step Outline Document for Frontline New Hire/Change form Flow Chart](#)

School/Department Administrators:

- View list of [West Jordan Elementary Employees](#)
- Please view **NEW Teacher Interview questions** on Admin Only or by [clicking here](#).
- For a list of sample questions for **ESP part time** employees, [click here](#).
- ESP contracted (full time) questions, please contact Brent Burge.

Please contact Brent Burge ext: 88224 (ESP Contracted), Jane Olsen ext: 88217 (Elementary), or Brittany Bauer ext. 88214 (Secondary) with any questions.

Frontline Tutorials: [Click Here](#)

