



HR CONNECTIONS

JANUARY 2024, VOLUME 122

HR Updates

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 following dates:

- **December 15, 2023** \$500.00
- **January 15, 2024** \$300.00
- **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.

NEW PHONE OPTIONS AND NEW WORKFLOW TEAMS

Effective January 2nd, as a response to feedback received and in our continuing efforts to create efficiencies for the schools and departments, our phone options have changed.

During the upcoming Administrative Assistant meetings, you will receive a guide that outlines the responsibilities of each team and a quick guide to the phone options.

We encourage and urge 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.

Both guides will be updated on the website and be included in February's HR Connections for those unable to make the meetings.

Event Reminders

The following events are upcoming:

- **JSD Job Fair- January 24th** at Copper Mountain Middle School **6pm to 8pm**
- **Annual Teacher Transfer Fair- February 12th** at Mountain Ridge High School
 - **4-4:30** Student Teachers
 - **4:30-6** All JSD Educators



Substitute Office

January Substitute Incentive

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



January 2024 Substitute Incentive Bonus

- 16 days worked - \$275.00
- 14 days worked - \$175.00
- 11 days worked - \$100.00
- 8 days worked - \$50.00

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

Substitute Snow Day Reminders



With Winter in full swing, **Snow Days** may be called by the District, as per *Emergency Communications & Snow Closures Guidelines* found at,

<https://jordandistrict.org/resources/emergency/>. The following is information to support the administering of absences and substitutes in event of a Snow Day.

IMPORTANT: Teachers may cancel a scheduled day off, if the day is declared a Snow Day and teach the required time. Substitute teachers will not be penalized for any reason on a Snow Day. The substitute teacher will be paid if they were scheduled to work a Snow Day cancelled by the teacher and will also receive credit toward their bonus incentive and long term assignment if applicable.

- Upon notification that a Snow Day has been called, **the Human Resources Department will lock Frontline** to prevent any changes being made to substitute assignments or entered absences.
- **The Human Resources Department will send out a Web Alert** notifying substitutes and teachers of the Snow Day and any actions that they need to take.
- **The individual locations should not make any changes in Frontline or Skyward** until instructions from the Human Resources Department have been received.
- Based on guidance, **the Human Resources Department in collaboration with the Payroll Department will make adjustments in Frontline and Skyward**, as appropriate.

Please remind teachers not to make any changes in Frontline or Skyward for Snow Days unless instructed to do so.

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

January 15th- Licensure Progress Evidence Submitted to HR

February 1st- Progress Reports Sent to Principals

February 7th- Spring 2024 PPAT Registration Closes

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

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

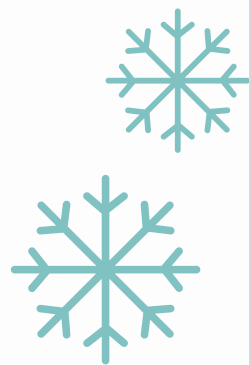
February 25th- Rehire Form **DUE** to AOS for review and approval

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

USBE HAS UPDATED THEIR WEBSITE EFFECTIVE JANUARY 3RD, 2024.

Links previously provided no longer work.

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.



Training and Calendar

On the HR Calendar

January 15th- Licensed Contracted Early Resignation/Retirement Notification Incentive Deadline (\$300) ****LICENSED ONLY****

January 15th- Martin Luther King Jr Day

January 24th- JSD Job Fair at Copper Mountain Middle

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

Critical Need/Hard to Fill Positions- Requisition Tutorials



Positions listed on the Teaching Field Index of Criticality for Utah are eligible to begin posting immediately. The list can be found on **Admin Only** (employment.jordandistrict.org/AdminOnly/) under *Hiring Licensed*, the *Information section* listed as 'Teaching Field Index of Criticality' or at the link [HERE](#).

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](#)

