

New Teachers and Licensed Employees on Steps 1, 2 & 3(R).

June 8, 2016

Dear _____:

WELCOME and THANK YOU for choosing employment with the Jordan School District. The District was established 110 years ago and is LEADING THE WAY in the advancement of innovative instruction, student assessment and professional learning communities. We have selected you to join us in this important work of educating students in the public education system and we commit to providing you with support and assistance throughout your career in the Jordan School District.

We are excited to inform you of the recent 2016-17 Licensed Negotiated Agreements with the Jordan Education Association (JEA) and how these agreements will impact you directly as a teacher/licensed educator on **STEP ____ of the Teacher Salary Schedule**. The specific details of this agreement are outlined below and adjustments to pay will be made if necessary in January 2017, following receipt of your educational and employment verifications:

New teachers and licensed educators placed on Steps 1, 2 or 3 of the Teacher Salary Schedule will receive the following provisions above their normal 184 (Traditional), 176 (Year-round) contract:

- Extra contract days for Steps 1, 2 or 3 teacher/licensed educators to prepare for the beginning of the 2016-17 school year in their classrooms. Principals may use up to one half of a day (4 hours) in required meetings with these employees. New teachers/licensed educators will be paid at their regular rate. See "Note" on the 2016-17 Teacher Salary Schedule.

Step 1 Teachers/Licensed Educators	3.5 days (28 hours)
Step 2 Teachers/Licensed Educators	2 days (16 hours)
Step 3 Teachers/Licensed Educators	1 day (8 hours)

To access additional pay, teachers should submit time sheets through the school administration for the extra hours they have worked. The deadline for submitting time sheets is the end of the calendar year.

- Additional supply monies will be made available no later than the first contract day for teachers/licensed educators on Steps 1, 2 or 3 of the Teacher Salary Schedule:

Step 1 Teachers/Licensed Educators	\$400
Step 2 Teachers/Licensed Educators	\$350
Step 3 Teachers/Licensed Educators	\$250

To access these funds, please retain your receipts and submit to your school office to be reimbursed.

Again, we welcome you as you begin your career in the Jordan School District. You will find that you have chosen a noble career and will have many opportunities to experience self-satisfaction in your work. Thank you again for joining the many employees in the Jordan School District who make a difference every day in the lives of our students, patrons and communities.

Respectfully,

June LeMaster, Ph.D.
HR Administrator