

HR Connections

October 2023, Volume 120

HR Updates

HR Connections has a New Home

Welcome to the new home of HR Connections- JAM! HR Connections will be released in JAM on the first Thursday of each month.

You will still be able to find previous editions of HR Connections on our HR Connections website:

<https://employment.jordandistrict.org/hr-connections-newsletters/>

We are so excited for this change, but we ask that you please pass on information to those who do not receive JAM notifications, especially if you have office staff that work specifically with substitutes.

Hiring Reminders

Applicants are not employees and are not authorized to work until AFTER they have completed onboarding.

As a reminder all new hires are processed with the following steps

Once a hire sheet is received in HR through Frontline our onboarding team will send the applicant the new hire packet via email.

When the applicant has completed **all** of the forms with the packet they will receive an email with a link to set up an onboarding appointment.

Every new hire has to follow the above outlined processed.

If you have any questions about the status of an applicant, please feel welcome to reach our to our HR Assistants and/or the Recruiting Team.



October Substitute Incentive

Our substitute incentive bonus is back. Substitutes who qualify as outlined with **NO CANCELLATIONS** during October 2023, will be eligible for a bonus to be paid on the November 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.



There are no exceptions to the 'No Cancellation' eligibility requirement, regardless of circumstances.

October 2023 Substitute Incentive Bonus

- 14 days worked - \$225.00
- 11 days worked - \$125.00
- 9 days worked - \$100.00
- 7 days worked - \$50.00

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

Benefited Substitute Clarification

When they are covering a classroom, their assignment should be entered in Frontline. If no substitute is needed and the benefited sub is working in another capacity the Administrative Assistant should enter in Frontline an absence under Vacancy and use Absence Reason "Benefited Sub , No Assignment Available."

If the benefited sub is absent they should enter their absence using the appropriate leave in Skyward Employee Access.

Please note that benefited substitutes are not emergency substitutes, the intent is to have them covering classrooms as the primary assignment.



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

Training and Calendar



On the HR Calendar **October 8th-October 18th** Thanksgiving Recess Critical Dates Lottery Window

October 13th- Current Admin Interviews

October 26th-27th- Fall Recess

November 7th-17th- Winter Recess Critical Dates Lottery Window

November 23rd-24th Thanksgiving Recess

FTE Audit Reminder: One Year Temporary Agreements

As a reminder, ALL educators on your Underqualified AND Grant Funded tabs on your FTE Audits need to be supplied with and sign a One Year Temporary Agreement.

If you have questions regarding the educators on either of these tabs, please contact a member of the Recruiting, Hiring and Licensing team.

To view the list of program and budget codes that require the one year agreements on our website:

<https://employment.jordandistrict.org/wp-content/uploads/sites/34/Budget-Codes-needing-temp-agreements-23-24.pdf>

Elementary

Jane Olsen, HR Specialist

jane.olsen@jordandistrict.org

Shaina Nielsen, HR Assistant

shaina.nielsen@jordandistrict.org

Secondary

Brittany Bauer, HR Specialist

brittany.bauer@jordandistrict.org

Melinda McAnally, HR Assistant

melinda.mcanally@jordandistrict.org

*Autumn winds begin to blow.
Colored leaves fall fast and slow.*



Licensing

Licensing Updates from USBE

As a team we have been clarifying the licensing questions that our office has been receiving. Recently, we received the following email from USBE.

“We have had some questions regarding LEA-Specifics and some incorrect information has been communicated by our office.

LEA-Specific is available for general education teachers and school leadership license areas. Specifically, an LEA-Specific license may be granted for Early Childhood Education, Elementary, Secondary, CTE, or School Leadership.

LEA-Specific is not available for School Counselor, Special Education, Preschool Special Education, Deaf Education, SLP, SLT, School Psychologist, Audiologist, or School Social Worker. There are no exceptions to the above.”

This means educators in these positions (*School Counselor, Special Education, Preschool Special Education, Deaf Education, SLP, SLT, School Psychologist, Audiologist, or School Social Worker*) must have an Associate Educator **PRIOR to their first day of work**. While waiting for an Associate License in a teaching capacity they may serve in a long term substitute role. As per the email above, **there are no exceptions.**

And all at once, *Summer*
collapsed into *Fall*.
-Oscar Wilde



It's Fall y'all!