

HR CONNECTIONS



HR Updates

NEW PHONE OPTIONS-ADDITIONAL WAYS TO GET IN TOUCH

In addition to calling the main line here in Human Resources, another option to directly reach your desired team is to call their group extensions. We have included a picture here for your printing convenience.

HR Phone Options **x88150** **801-567-8150**

Option 1- x88199	<ul style="list-style-type: none"> • New Hire • Onboarding • Employment Resignations 	Option 4- x88463	<ul style="list-style-type: none"> • Recruitment • Hiring • Job Postings
Option 2- x88268	<ul style="list-style-type: none"> • Job Assignments • Assignment Changes 	Option 5- x88463	<ul style="list-style-type: none"> • Educator Licensing • APPEL Program
Option 3- x88360	<ul style="list-style-type: none"> • Salary Placement • Salary Changes • Employment Verification 	Option 6- x88464	<ul style="list-style-type: none"> • Substitute Office
		Option 7- x88260	<ul style="list-style-type: none"> • HR Representative

Quick Extensions

x88218 Lisa Tuckett x88226 Lisa Garner x88230 Julie Sharp	<ul style="list-style-type: none"> • Backgrounds/Fingerprinting • Leave of Absences • Volunteers
x88249 Rebecca Eastman	<ul style="list-style-type: none"> • Leave Benefits • Leave of Absences • Sick Bank



Links:

- employment.jordandistrict.org
- employment.jordandistrict.org/hrconnections/
- employment.jordandistrict.org/AdminOnly/
- employment.jordandistrict.org/leaves/

SPECIAL CALENDARS ARE COMING

It is that time of year when you review your staff members to determine who needs to be on special calendar for the 2024-25 school year.

Special Calendars are an essential piece of the Human Resources processes that assist in ensuring appropriate contract pay, accurate time entry, and emergency employee tracking.

Examples for employee who should be on a special calendar.

- **Educators on Job Share Agreements**
- **Educators split between two or more location**
- **Educators on a 187 Modified/207 modified contract who are working modified hours or modified days (ie a .50 employee working 8 hours every other day or a 207 that works certain days during the summer that are not part of a normal 207 contract-usually in late June or early July)**

If you have questions about special calendars please contact Brittany Bauer (x88214) or Jane Olsen (x88217).

TUTORIALS NOW AVAILABLE FOR THE NEW HIRE/CHANGE FORMS FOR 2024-2025

Brittany and Jane will be reviewing the updated hire/change forms, updated pipeline stages, and the benefits of onboarding those new hires as early as possible in the Administrative Assistant Meetings in March and April. To supplement this in-person review we have posted tutorials on the HR Connections website for your convenient perusal. As a reminder the HR Connections website is:

is: <https://employment.jordandistrict.org/hrconnections/>

Substitute Office

March Substitute Incentive

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

March 2024 Substitute Incentive Bonus

- 13 days worked - \$225.00
- 11 days worked - \$125.00
- 9 days worked - \$100.00
- 6 days worked - \$50.00

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

PLEASE TAKE NOTE:

Substitutes do **NOT** lose their bonus if the teacher removes their absence and no longer needs a substitute. *The sub will be added to our report as ineligible if the sub asks the teacher to remove the absence so that they don't have to cancel in Frontline.*

Additionally, if a sub asks you to cancel a job but they don't want to lose their bonus please kindly remind them they will lose their bonus.

Moving forward, we are no longer accepting cancellation emails or phone calls requesting to keep our subs eligible for the Incentive Bonus. If an Admin Assistant or Sub cancels a job for any reason, the Sub will not be eligible for the Incentive Bonus.

DON'T FORGET!

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

Google Form- Changes Made AFTER Payroll Deadline



In order to address follow-up questions from Administrative Assistants, we are addressing changes made after the Payroll deadline.

When making changes after a Payroll deadline, the information for substitute Payroll has already been extracted from Frontline. This means there is no notification to Payroll or HR for dates newly entered or when in and out times have been adjusted. Additionally, we enter a Frontline lock date. The only way a notification occurs is by completing the Google Form found at:

<https://forms.gle/S8kQLh93ZtTAbUzaA> (We recommend you bookmark this link.)

****This form does not replace the Move Money process****

New absences entered after the deadline will need to have a Google Form completed as well.

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

March 6th- Spring 2024 PPAT Registration Closes

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

April 3rd- PPAT Task 4 **DUE**

Special Ed/Ed Support Licensing and Hiring



This is a repeat message that we will include through the Summer. If you have questions regarding specific hires, please contact the Recruiting, Hiring, and Licensing Team.

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.

Use the link above, effective January 3, 2024.

Training and Calendar

On the HR Calendar

March- Educator Licensing Renewal- Educators with Expiring Licenses receive 3rd Reminder

March 1st- General Hiring has begun

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

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

April- Educator Licensing Renewal- Educators with Expiring Licenses receive Final Reminder

May 1st- NEW Underqualified (Associate/LEA-Specific) candidates may be approved for hire

May 10th- Special Calendars are DUE to HR (Link forthcoming)

May 27th- Memorial Day- *HR Office Closed*

June 5th- Teacher Job Share Proposals DUE to AOS

June 17th- Juneteenth- *HR Office Closed*

July 4th- Independence Day- *HR Office Closed*

July 24th- Pioneer Day-*HR Office Closed*

August- JSD Job Fair- *Date TBD*

August 9th- New Educator Induction

August 12th- Teacher Contract Begins

New Hire/Change Reminders

ONBOARDING for 2024-2025 has already begun. Please encourage your New Hires to onboard early.

As the year draws to a close, please remember to have as many of your New Hire/Change Forms completed for those staff that will be joining your organization. This will assist in getting staff members in for onboarding as soon as possible. Once staff have attended onboarding the following can occur:

- Email is activated
- Educator on Staff Lists
- Documents needed for salaries can be received earlier
- Access to digital resources for curriculum building
- New Educators can be added to the New Educator Induction Canvas course on July 1
- New educators with Underqualified Licenses can begin meeting with HR Specialists

Volunteer Fingerprinting Reminder

Volunteer fingerprinting is still by appointment only. Volunteers **must** make an appointment **and** have the **completed and administrator signed volunteer form** with them at their appoint.

Reminder: The school keeps Code of Conduct Signature Form.