

June 21, 2011

Dear Employee:

Jordan School District would like to take this opportunity to **Thank You** for your service and dedication to our students. Substitute teachers are a vital part of our teaching staff. Your dedication and hard work is greatly appreciated!

If you are interested in continuing as a substitute teacher in Jordan School District for the 2011-2012 school year please complete the following documents online and return the **originals** to the Substitute Teacher Office :

1. Letter of Intent to Return
2. Employee Signature of Agreement
3. Critical Policy Review

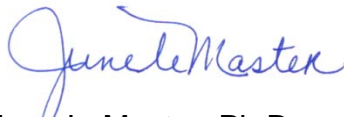
The documents are available on-line at <http://hr.jordandistrict.org/menusubs.html> follow links to 2011-2012 Intent to Return. You may also click on the link below. Documents **MUST** be received by the Substitute Teacher Office by July 26, 2011, or you will be considered to have voluntarily resigned.

The substitute office **will not** be conducting the recertification meeting this year. However, if you have not attended a complete orientation in the past you must attend the upcoming New Substitute Teacher Orientation:

Date: September 20, 2011
Time: 9:30 a.m. (please arrive early)
Location: 7387 South Redwood Road (enter from Northeast side of building)

Thank you again for the service you render to the students of Jordan School District.

Sincerely,



June LeMaster, Ph.D.
Human Resources – Administrator



Patti Hanlon
Substitute Teacher Coordinator

JL/PH:ph

SUBSTITUTE TEACHER AGREEMENT

Initials I certify that the information I have provided is correct and complete to the best of my knowledge. I understand that providing false or misleading information on this or other employment documents will disqualify my application as a Substitute Teacher and provide sufficient grounds for my dismissal.

Initials I hereby authorize Jordan School District to conduct an investigation of my background, including a criminal background check, and authorize release of information in connection with this application by former employers, teachers, and supervisors. I further agree to indemnify and hold harmless these former employers, teachers, and supervisors from any action initiated in conjunction with their release of information.

Initials I understand that at the request of a school's principal, a substitute may be excluded (not retained) for any reason, or for no reason, from a single teacher's classroom and/or the District.
A substitute may be removed from the substitute list without notification.

Initials Substitute teachers are retained on a day-to-day basis and are considered "at will" positions. There is no expectation of being called or utilized as a substitute teacher. The fact that a substitute teacher has been retained on one occasion does not guarantee any expectation of further retention. A substitute teacher's file and evaluations are confidential and the property of Jordan School District. Substitute files may not be reviewed by the substitute teacher.

Initials Substitute teachers with no activity for a period of 3 months during the traditional school year, approximately August 20th through June 4th of each school year, will be considered to have voluntarily as a substitute teacher. Should a substitute teacher resign, said substitute would need to reapply with Jordan School District Sub Office when positions become available.

Initials I understand there will be no substitute assignments between approximately July 2, 2012 and July 26, 2012.

Initials I reviewed the wage scale associated with being a substitute teacher.

Signature

Date

District's hiring practices may be addressed to: Human Resource Compliance Officer, Jordan School
JORDAN SCHOOL DISTRICT is an equal opportunity employer. Applicants are considered on the basis of employment qualifications without regard to race, color, political affiliation, religion, sex, national origin, age, marital status, medical conditions or disability. Inquiries regarding Jordan School District, 7387 South Campus View Dr, West Jordan, Utah 84084. Telephone (801) 567-8219.

School District Policies and Crucial Concerns

JSD Policy Summary for Substitutes – Available on line

AA409:	Scope of Employment
AA410:	Study of Controversial Issues
AS70:	Child Abuse-Neglect Reporting by School Personnel
AS90:	Drugs and Alcohol
AS91:	Employees Transporting Students
AS94:	Student Discrimination and Harassment
DE505:	Use of Copyrighted Materials in Schools
DP356:	Substance Abuse – Free Work Environment
DP301:	Appearance and Attire (Employees)
DP371:	Employee Information Network Acceptable Use Policy
AS85:	Medication at School
AS88:	Student Health Care Plans
DP374:	Employment Background Checks

I acknowledge that it is my responsibility to review the above listed policies, available on line <http://www.jordandistrict.org/resources/policymanual/index.htm>. I further understand it is my responsibility to review the Jordan School District Substitute Handbook available online at: <http://hr.jordandistrict.org/documents/SubstituteTeacherHandbook.pdf>.

Substitute Teacher Agreement

I have signed and understand the Letter of Intent to Return for Substitute Teachers which includes the Substitute Teacher Agreement for the 2011 – 2012 school year. I further acknowledge that I have read and agree to abide by the Employment Background policy (DP374) and all District policies particularly those listed above. Substitute teachers must work at least once every 3 months (excluding June –August) to stay active in the substitute pool. Once inactivated a substitute would be required to re-apply with Jordan School District.

Substitute Name: _____ Parking Pass # _____

Substitutes Signature: _____ Date: _____

BACKGROUND CHECK EMPLOYEE SIGNATURE OF AGREEMENT

I have read the Jordan School District Policy DP 374 *Employment Background Checks* and agree to abide by its terms and conditions. I understand if I fail to abide by its terms and conditions, I will be subject to disciplinary action, up to and including termination of employment in accordance with district policy. I have received a copy of District Policy DP 374 *Employment Background Checks*.

Employee Name _____ Employee SS# XXX – XX -
(last 4 digits)

School/Department _____ Job Title _____

Employee Signature _____ Date _____

SUBJECT: EMPLOYMENT BACKGROUND CHECKS

I. Board Policy

The Board believes all employees are role models for students and is committed to providing a safe and secure educational and working environment for students and employees. As part of this effort, the District requires criminal background checks of licensed and non-licensed employees pursuant to Utah Code Ann. §53A-6-401 and §53A-3-410, rules, and regulations, and in accordance with this policy.

II. Definitions

- A. "Licensed Educators" or "Licensed Employees" are individuals who hold a valid Utah educator license and have satisfied all requirements to be a Licensed Educator in the Utah public school system or is on a Letter of Authorization from the Utah State Office of Education (USOE) (i.e., school teachers, school administrators, psychologists, counselors, specialists, licensed substitute teachers, etc.). Licensed Educators may or may not be employed in a position that requires an educator license. Licensed Educators include individuals who are student teaching, who are involved in the alternative routes to licensure program, and individuals who hold District specific licenses.
- B. "Non-Licensed Employees" - For purposes of this policy, non-licensed employee includes all classified employees, both full-time and part-time, miscellaneous employees, substitutes, coaches, advisors, nurses, volunteers with unsupervised access to students, etc.
- C. "Criminal History Report" is a document generated by the Utah Bureau of Criminal Identification (BCI) after a search of the State of Utah's criminal history files and/or other state and federal databases designated by applicable law or by the District.
- D. "Background Check" means information on an applicant or employee that may include, but is not limited to, employment history, fingerprint scans, Criminal History Reports and driving record reports.
- E. "Prospective Employee" is defined as the individual who is selected as the "successful applicant" for a particular position in the District. Prospective Employee also includes, but is not limited to, substitutes, coaches and volunteers who have significant unsupervised access to students. (Utah Code Ann., §53A-3-410).

III. Employment Screening

- A. Utah law requires background checks on all prospective employees. Accordingly, the District requires each prospective employee to submit to a background check prior to employment or service in the District. However, the prospective employee may begin working or volunteering while the background check is in process.
- B. The prospective employee shall pay all of the cost of the background check, except as otherwise provided herein. The background check is a condition of employment or volunteering if: (a) the prospective employee is selected as the "successful applicant" for the particular job or volunteer position; and (b) the prospective licensed employee has not been the subject of a background check of similar scope during the preceding two (2) years that was requested by the USOE. (c) Volunteers with unsupervised access to students must also complete a background check but will not be required to pay the cost of the background check.
- C. The prospective employee will be considered an at-will, temporary employee pending results of the criminal background check. If the prospective employee begins an at-will temporary position and subsequently fails to pass the criminal background check, the offer of employment with the District will be rescinded or the prospective employee will be dismissed. Upon successful completion of the background check, the at-will employee's job status would change to a provisional employee as outlined in District policies, if applicable.
- D. The prospective employee shall have opportunity to respond in writing to any information received as a result of the background check. In no case will the prospective employee be given a copy of the Criminal History Report. The prospective employee may be given the opportunity to expunge the conviction(s) as

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outlined in the BCI expungement guidelines. However, prospective employees with the following types of arrests or convictions will not be considered for employment, regardless of expungement eligibility:

1. any felony;
 2. any sexual offense;
 3. any class A misdemeanor drug offense;
 4. any offense against a person under Title 76, Chapter 5;
 5. any conviction related directly to the essential functions of the prospective employee's position.
- E. Upon written request by the prospective employee to review the background check, the matter shall be submitted for an administrative review. The prospective employee shall be granted an informal review at which the prospective employee may present documentary and/or verbal evidence for review and reconsideration. The decision of the administration regarding this review shall be final.
- F. If a prospective employee is denied employment due to information obtained through a criminal background check, the prospective employee shall be given written notice of reasons for denial and shall have the opportunity to respond to the reasons in writing and to have an informal administrative review as set forth in section III. E. of this policy. If a current employee is dismissed from employment because of information obtained through a background check, the District will follow the procedures as outlined in District Policy DP316 NEG Certificated, DP316A Administrators or DP316B Classified.
- G. Each current employee and prospective employee must agree to have his/her fingerprints taken and sign a document of acknowledgment and waiver permitting the District to request a background check of any state or federal criminal history file that the District might deem applicable as a condition of employment or volunteering. Student employees under the age of eighteen (18) years are not required to be fingerprinted.

IV. Licensed Employees—Background Checks

The District shall conduct background checks for all Licensed Employees in the year in which their licenses are to be renewed through USOE between January 1 and June 30. The Licensed Employee will be required to pay the background fee charged by the USOE for the background check.

V. Licensed Employees—Reporting of Arrests and Convictions

- A. A Licensed Employee who is arrested for any of the following alleged offenses shall report the arrest to the Administrator of Human Resources, or his/her designee, within forty-eight (48) hours or the next business day, whichever is greater:
1. any matters involving arrests for alleged sex offenses;
 2. any matters involving arrests for alleged drug-related offenses;
 3. any matters involving arrests for alleged alcohol-related offenses;
 4. any matters involving arrests for alleged offenses against the person under Utah Code Ann., Title 76, Chapter 5, Offenses Against the Person. This Title and Chapter includes, but is not limited to, crimes where a person has assaulted, harassed, abused, neglected, exploited, endangered, kidnapped, murdered, trafficked, raped, sexually assaulted, etc. another person(s); and
 5. any matters relating to arrests for violations of the vehicle code for employees who drive motor vehicles as an employment responsibility.
- B. A Licensed Employee shall report convictions, including pleas in abeyance and diversion agreements, to the Administrator of Human Resources, or his/her designee, within forty-eight (48) hours or the next business day, whichever is greater.
- C. A Licensed Employee will be immediately suspended from student supervision responsibilities for alleged sex offenses and other alleged offenses which may endanger students during the period of investigation.

SUBJECT: EMPLOYMENT BACKGROUND CHECKS

- D. A Licensed Employee will be immediately suspended from transporting students or driving a public education vehicle for alleged offenses involving alcohol or drugs during the period of investigation, and where reasonable cause exists, an existing employee must submit to a background check.
- E. The District will provide adequate due process for the accused employee consistent with Utah Code Ann., §53A-3-410(10) and applicable administrative procedures established by the District.
- F. The Superintendent or his/her designee shall report a conviction, arrest, or offense information received from a Licensed Educator to the USOE within forty-eight (48) hours of receipt of information from Licensed Educators. This will be reported on the USOE electronic reporting link on the USOE Web site, and where reasonable cause exists, an existing employee must submit to a background check.
- H. Records of arrests and convictions shall be placed in the employee’s Personnel File upon receipt by the District and will:
 - 1. include final Administrative determinations and actions following investigation; and
 - 2. be maintained only as necessary to protect the safety of students and/or employees and with strict requirements for the protection of confidential employment information.
- I. Any failure to report an arrest or conviction required in this policy or failure to authorize the District to conduct a background check will result in disciplinary action, up to and including termination for cause pursuant to the District’s Orderly Termination Policy (DP316 NEG or DP316A).

VI. Non-Licensed Employees—Background Checks

The District shall conduct periodic background checks for all Non-Licensed Employees every five (5) years. The Non-Licensed Employee will be required to pay the applicable background check fee charged by Jordan School District

VII. Non-Licensed Employees—Reporting of Arrests and Convictions

- A. A Non-Licensed Employee who is arrested for any of the following alleged offenses shall report the arrest to the Administrator of Human Resources, or his/her designee, within forty-eight (48) hours or the next business day, whichever is greater:
 - 1. any matters involving arrests for alleged sex offenses;
 - 2. any matters involving arrests for alleged drug-related offenses;
 - 3. any matters involving arrests for alleged alcohol-related offenses;
 - 4. any matters involving arrests for alleged offenses against the person under Utah Code Ann., Title 76, Chapter 5, Offenses Against the Person. This Title and Chapter includes, but is not limited to, crimes where a person has assaulted, harassed, abused, neglected, exploited, endangered, kidnapped, murdered, trafficked, raped, sexually assaulted, etc. another person(s); and
 - 5. any matters relating to arrests for violations of the vehicle code for employees who drive motor vehicles as an employment responsibility.
- B. A Non-Licensed Employee shall report convictions, including pleas in abeyance and diversion agreements, to the Administrator of Human Resources, or his/her designee, within forty-eight (48) hours or the next business day, whichever is greater.
- C. A Non-Licensed Employee will be immediately suspended from student supervision responsibilities for alleged sex offenses and other alleged offenses which may endanger students during the period of investigation.
- D. A Non-Licensed Employee will be immediately suspended from transporting students or driving a public education vehicle for alleged offenses involving alcohol or drugs during the period of investigation, and where reasonable cause exists, an existing employee must submit to a background check

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- E. The District will provide adequate due process for the accused employee consistent with Utah Code Ann., §53A-3-410(10) and applicable administrative procedures established by the District.
- F. The Administrator of Human Resources, or designee, shall review arrest or conviction information and make employment decisions that protect both the safety of students and/or employees and the confidentiality and due process rights of employees.
- G. Records of arrests and convictions shall be placed in the employee's personnel file upon receipt by the District and will:
 - 1. include final administrative determinations and actions following investigation; and
 - 2. be maintained only as necessary to protect the safety of students and/or employees and with strict requirements for the protection of confidential employment information.
- H. Any failure to report an arrest or conviction required in this policy or failure to authorize the District to conduct a background check will result in disciplinary action, up to and including termination for cause pursuant to the School District's Orderly Termination Policy (DP316A or DP316B).

VIII. District Responsibilities

- A. When arrest/conviction information is received by the District regarding a Licensed Employee, the Superintendent or his/her designee shall review that information and assess the employment status consistent with Utah Code Ann., §53A-6-501, Utah Administrative Code, R277-515, and District policy. The District will also report the arrest to the USOE within forty-eight (48) hours.
- B. When arrest/conviction information is received by the District regarding a Non-Licensed Employee, the Superintendent or his/her designee shall review that information and assess the employee's employment status consistent with applicable Utah law, rules, regulations, District Policy, and any applicable Employment Agreements or Memorandums of Understanding.
- C. The District shall provide appropriate training to Licensed and Non-Licensed Employees about the provisions of this policy for self-reporting and ethical behavior.