

WELCOME

Thank you for choosing employment with Jordan School District. We value **all** our employees and welcome you to this outstanding team of educators. We want your employment experience to be positive and rewarding.

The following information is designed to assist you with questions and concerns you might have regarding your employment and various aspects of the Human Resource Department. Other departments will also provide you with pertinent information regarding their procedures.

By signing below, you acknowledge that you have read this document and understand the requirements for completing the new hire process and that you have received your Insurance and JPAS packets and understand that you have 30 days from your start date to return your enrollment form or waiver to the Insurance Department.

Employee Signature

Date

Human Resources Employee

Date

GENERAL INFORMATION

District Policies

All District employees are responsible for reading and abiding by all district policies, which are found on the District website: www.jordandistrict.org. A list of "Critical Policies" will be reviewed with you by the school principal at the beginning of each academic year.

Utah Licensure

Utah Licensure is required for all licensed employees placed on the teacher's salary schedule. State Law requires that employees hold credentials that are current. Employees must possess a teaching license with endorsements in the area or subject for which they are employed, or have been accepted into an Alternative Licensure Program. The State Board of Education sends licenses directly to the employee (not the district). As a condition of your employment, you must meet all requirements to be Highly Qualified under federal No Child Left Behind requirements and pass a background check before beginning work.

Teacher Interns

Teacher Interns are treated in the same manner as a regular full-time employee except: 1) a transcript is not necessary, 2) the pay is one-half the regular teacher's salary, 3) Interns have a one year assignment, and 4) an Intern Teaching Certificate is required and may be obtained through your university program.

Change of Name and/or Address

The Change of Address form is available in the Human Resource Department and on the Jordan School District, Human Resource Website. www.hr.jordandistrict.org. (Click on Resources tab, then Human Resources, All Forms – look under Quick Link Paperwork for form). Please submit these changes to us **ASAP**, along with your original Social Security Card if you are requesting a name change.

Salary/Employment Verification

The Jordan School District/Skyward "Employee Access" webpage www.skyward.jordan.k12.ut.us allows employees to quickly, and efficiently access their personal employment information for mortgage loans, employment verifications, etc. If you do not know your Login ID or Password click on the "Forgot Login and Password" at the bottom of the Login box, follow the prompts and your information will be emailed to your Jordan School District email account.

Transcripts & Salary Placement

Licensed employees must submit to the Human Resources Department the following documents:

1) **Original Transcript(s)**. The Official Transcript must post the degree and the date the degree was received. A key or legend (which identifies graduate hours) and term schedules (semester, quarters, etc.) must be provided, if transcripts are from universities outside Utah. Once transcripts are submitted to the Human Resources Department, they become the property of Jordan School District. Please make personal copies before submitting transcripts.

2) **Employment Verification Form(s)**. On the Employment Verification Form, please complete the top three lines and forward this document to your former district for completion and employment verification. If you have worked for more than one district, additional forms are required and may be obtained in the Human Resource Department or on the Jordan School District, Human Resources website www.hr.jordandistrict.org. (Click on Licensed Staff, then Employment Verification). Prior Jordan School District experience will not require verification.

Initial Salary Placement Verification

Initial Salary Placement Verification is the responsibility of the employee.

Required Documentation:

Original transcripts and verification of employment are required from you, in order to place you on the salary schedule. If Human Resources has not received all verification documentation at the time of your initial salary placement you will initially be placed at Lane A Step 1 on the Salary Schedule until you have provided verification of experience and education in the Human Resources Department. You will be given 60 days from your start date to provide documentation. If documentation is received before 60 days your correct Lane/Step & salary will become effective your start date and you will receive back pay if necessary. If documentation is received after the 60 day deadline your correct Lane/Step & salary will become effective the month following receipt of documentation in Human Resources. There is no provision for back pay reimbursement.

Education:

Only graduate numbered university credits that were taken after you received your original teaching certificate are counted for initial salary placement.

Experience:

Credit is not allowed for college level or other non-licensed teaching experiences such as preschool, some private schools, substitute teaching, etc. An employee who is employed at least half-time and who actually works in any one school year a number of days equal to or greater than one half the number of work days specified for similar contracts shall be given one-year experience credit. Credit will not be issued for previous full-time employment, unless you taught a minimum of 92 days or a full semester on a traditional school year calendar, or 88 days on a year-round calendar (In accordance with Policy DP309 NEG).

Salary Lane Change (Dependent upon the 2010-11 negotiations being finalized).

In accordance with District Policy DP309 NEG – Salary Guidelines, and with proper verification, you may apply for salary lane change after completing 30, 60, and 90 semester credits. Monthly salary lane change reviews are conducted by the Human Resource Department and salary lane change forms are available in the Human Resources Department or on our website: www.jordandistrict.org – (click on Resources, then Forms, Human Resources). The Salary Guidelines Policy – DP309 NEG is also available on our website for review. Only licensed, Alternative Route to Licensure (ARL), Career Technology Endorsement (CTE), and Alternative Preparation Program (APP) educators working 50 % FTE or more are eligible to apply for salary lane changes.

Social Security Card

The Federal Government REQUIRES employers to pay all employees according to the name on their social security account. To comply with the law, you are required to bring in your actual **Social Security Card** each time you return to a position with Jordan School District following a break in service. If the name on your card has changed, or you have lost your card, you are required to apply for a new card, in order for the Human Resources Department to verify that you are being paid in the correct name.

W-4 Form

A W-4 form is required for payroll purposes.

Checklist

Please submit the following documents/forms to the proper departments/agencies to complete your personnel file.

- Social Security Card & Photo Identification, and I-9 Form-Federal Employment Eligibility Form, Equal Opportunity Employment Form Original documents must be personally brought to the Human Resources Department and verified with the I-9 Federal Employment form the month *before* you begin working.
- Letter of Agreement (Contract) Once the Human Resources Department has received confirmation from your new school that you have been hired, a Letter of Agreement will be sent to you. Please sign, date & return this Letter of Agreement to the Human Resources Department via
 - Fax: 801-567-8056
 - Mail: 7387 South Campus View Drive, West Jordan, UT 84084
 - Or in person within 14 days of receipt.
- Direct Deposit Form, and W4 Form: These forms must be submitted to the Human Resources Department the month *before* you begin working.
- Official Teaching License: A copy of your license must be submitted to the Human Resources Department upon receipt from the Utah State Office of Education.
- Transcripts: See the “Requirements for Completing the Jordan School District New Hire Process--Original Transcripts” section of this packet for further details.
- Verification of Previous Employment: See the “Requirements for Completing the Jordan School District New Hire Process—Employment Verification Form(s)” section of this packet for further details.
- Retirement/ 401(k) Contribution Forms

Retirement: If you are an educator working .5 FTE or more in Jordan School District, you will automatically be eligible to participate in the Utah Retirement System (URS). URS will mail forms to you to complete and return. (An exception would be that you have previously retired from the URS, in which case you must complete a “Post Retirement Form” in the Human Resources Department). Questions regarding this pension plan should be directed to URS at 801-366-7700.

401(k): In addition to Retirement, JSD contributes 1.5% into a 401(k) for you. (An exception would be that you have previously retired from URS and would not qualify for this contribution). There are two 401(k) options from which you may choose to have the JSD contribution placed: **Option 1:** The URS 401(k) plan (the default option). The enrollment form for this option will automatically be mailed to you by the Utah State Retirement System. **Option 2:** The Educators 401(k) (U.I.E.B.T.) plan. If you are interested in this plan you may obtain the enrollment form from the Payroll Office or direct any questions to 801-567-8154. Once you have been paid, you may only change 401(k) plans in January of each year.

For your convenience all JSD New Hire Forms are available online at: <http://hr.jordandistrict.org> Under the “Licensed Staff” menu, click “New Hires.” If you are having trouble viewing the forms please download the latest version of Adobe Acrobat Reader.

Congratulations and Good Luck in your new position!

Please feel free to contact the Human Resource Department at 801-567-8150 or at our website: www.jordandistrict.org, if you have questions or concerns regarding your employment with the Jordan School District. Secretaries in the Human Resource Department are available from 7:30 a.m. to 5:00 p.m., Monday through Friday to assist you.