JORDAN SCHOOL DISTRICT

Human Resource Department

INFORMATION FOR 2008-09 APPOINTED LICENSED PERSONNEL

IMPORTANT: PLEASE READ

The following forms are to be completed and returned to the Human Resource Department, along with the original copy of the Letter of Agreement.

The Human Resource and Insurance Departments have prepared packets of information and forms that must be completed and signed *before* your assignment begins. These packets can be picked up in the Human Resource Department between 7:30 a.m. to 5:00 p.m., Monday through Friday. There are deadlines you must meet for health insurance coverage. If you do not turn your enrollment papers in within the first 60 days of your employment, it could mean a delay in, or ultimately the loss of, your health insurance benefits.

Please bring the following items with you when you come in to pick up your packets.

1. **Social Security Card** *(must have current name).*
2. **Driver License** *(Driver License, Passport, see pg. 4 of I-9 form for acceptance.*
3. **Original Transcripts with degree and date of degree posted.** *The transcripts will become the confidential property of Jordan School District. Please make personal copies* **before** *submitting the original transcripts to the Human Resource Department. A $2.00 fee will be charged by Jordan School District for each transcript copied after submission.*
4. **Teaching License**.

PLACEMENT ON SALARY SCHEDULE:

Initial placement on the salary schedule is determined by degree and by verified previous experience in an accredited elementary or secondary school. Credit is not allowed for college level, preschool, or other non-accredited teaching experience, such as some private schools. ONLY GRADUATE LEVEL HOURS AFTER QUALIFYING FOR ORIGINAL CERTIFICATE (DP309NEG) WILL BE COUNTED TOWARD INITIAL SALARY PLACEMENT.

After hire, college courses taken for credit and/or in-service classes that are approved or sponsored by the Jordan School District will be accepted.

VERIFICATION OF TEACHING EXPERIENCE

It is the employee's responsibility to verify previous experience by sending verification forms (provided by the Human Resource Department) to previous employers. Incorrect placement will be adjusted retroactively, either up or down, to the beginning of current contract year if verification is received within 60 days. Verifications submitted after 60 days will become effective the month following receipt in the Human Resource Department. If Human Resources has not received all verification documentation at the time of salary placement, you will be placed at the salary level Human Resources can verify. When your transcript(s) and verification(s) are received they are evaluated to establish your actual placement on the salary schedule.

Jordan School District allows for experience on the salary schedule according to the following schedule:

1-5	Full Credit
6-7	6 years credit, starting on salary Step 7
8-9	7 years credit, starting on salary Step 8
10+	8 years credit, starting on salary Step 9

To receive a full year of credit, a teaching assignment must be 92 days for traditional, and 88 days for year round schedules, or more for any given school year. Two half years within the same contract year will be added together to equal one year.

SALARY PAYMENT

Payroll is scheduled for the 25th of each month, unless the 25th falls on a weekend. In this instance, payroll will be issued on the Friday preceding the 25th.

Employees are paid by direct deposit only. A direct deposit form must be completed before starting employment. Employees will have the option of the financial institution of their choice and will provide to the Payroll Department a voided check that indicates their name, address, and financial institution identification numbers. Direct deposit requires about one month to be set up; therefore, employees will receive pay for their first month in the form a check.