

# HR CONNECTIONS

December 2022 . Volume 114



## IN THIS EDITION:

December Substitute Bonus

Substitute Office Changes

HR Department Updates

Early Notification Incentive  
Deadline Reminders

License Renewal Submission  
Reminders

On the HR Calendar

### December Substitute Bonus

There is snow doubt about it, without our substitutes we would melt! For December 2022, substitute teachers with NO CANCELLATIONS and qualify as outlined below, will be paid on January 10th, 2023.....Did I just say 2023?!

The tiered substitute teacher bonus incentives are as follows:

13 days worked = \$225

11 days worked = \$125

9 days worked = \$100

6 days worked = \$50

Benefit eligible substitute teachers working full time at various schools throughout the Jordan School District, DO NOT QUALIFY for the monthly substitute teacher bonus incentives, since they are required to work every school (contract) day.

### Substitute Office Changes

In order to better address the evolving needs of our Department we have made some changes to our substitute office operations.

Effective immediately, Kristin Prescott and LaTrill Loveridge will be assigned as the point of contact for substitute related questions.

The substitute office phone number will remain the same, a menu of options to more efficiently get callers in touch with a great member of our staff to assist them.

Another adjustment is the hours of the substitute office, which will now be open from 7am to 5pm, Monday through Friday.

*Tis the season*



## HR Department Updates

In addition to the changes in the substitute office, we wanted to highlight the following changes.

Tracee Greco will be joining HR as one of two Onboarding Specialists.

Juli Martin is also transitioning into the role of Onboarding Specialist.

We are excited to implement these changes based on your feedback and the needs of our Department to better serve you.

## Early Notification Incentive Deadline Reminders

The first deadline for Early Notification Incentives is this month! Please note that eligibility for these incentives is based on the Notice of Resignation form being completed in Skyward prior to each incentive deadline. Verbal or email notifications will not be eligible for the Early Notification Incentive.

As a reminder, to qualify for an incentive, notification must be submitted on Skyward Employee Access on or before the following dates:

- o December 15th, 2022 \$500
- o January 15th, 2023 \$300
- o February 15th, 2023 \$200

## License Renewal Submission Reminders

Teachers and other educators whose license will expire on June 30, 2023, are encouraged to begin the license renewal process IMMEDIATELY by going to the USBE website: <https://www.schools.utah.gov/licensing/renew> ALL license renewal steps EXCEPT submission can be completed now.

The submission option will be open after January 1st, 2023 on the USBE website.

*Happy Holidays from all of us in  
Human Resources*



## ON THE HR CALENDAR:

**Dec 2nd-** Payroll Deadline

**Dec 2nd-Dec 12th-** Martin Luther King Jr Day Lottery Window

**Dec 15th-** \$500 Early Notification Incentive Deadline

**Dec 24th-Jan 2nd-** Winter Recess HR Office Closed

