

# A very festive edition of HR CONNECTIONS

## IMPORTANT ANNOUNCEMENT:

Effective February 2022 substitute teachers, substitute nutrition, and substitute bus drivers/attendants on a semi-monthly pay schedule. This means that substitutes will be paid twice a month. Pay dates will be on the 10th and 25th of each month, with the pay periods as follows:

- Days subbed from the 1st–15th paid on the 25th of that same month.
- Days subbed from the 16th–the last day of the month paid on the 10th of the following month.

The new payroll deadlines to accommodate this semi-monthly pay schedule for substitutes are attached. All other employee payrolls will remain on the 25th of each month. Please see the attached memo and schedule for details, or reach out to Juli Martin in the sub office at 801-567-8219, or to the Payroll Department at 801-567-8154, with any questions.

## Human Resources Department Updates:

We are so pleased to announce...

Mai Vang has taken over the HR Lead position. She replaced Kim Richins.

Katie Schreiber will be taking over for Jill Lisonbee, in recruiting, who is retiring this month.

Lauren Robinson has filled the HR Assistant position made vacant by Mai's promotion.

Brittany Bauer has been promoted to HR Licensing Specialist. She is working with Associate Educators on their path to Professional Licensure. **She will remain your Frontline contact.**

Jane Olsen is trying hard to fill the shoes of Brittany in the HR Data Analyst and Reporting position. **Jane will remain your contact for Isolation Leave. Please only contact Jane for Isolation Leave requests.**

Rebecca Eastman is fitting in nicely as the HR Generalist. She is first contact for FMLA, Worker's Compensation, and all things leave time, except Isolation leave.

### Final Early Notification Incentive Deadline for Licensed Employee

Final Early Resignation Incentives are as follows, if the employee work through the end of 2021-2022 contract year:  
February 15—\$200

### Teacher Transfer Fair is Coming!

Elementary and Secondary educators are invited to attend the Transfer Fair on February 15th at Elk Ridge Middle School.  
Please see the attached flyer for details.

*what a year it has been so far!*

It is a perfect time for a few reminders and updates.

We look forward to even bigger and better things

*in the New Year!*

### **Volunteer Fingerprinting**

Volunteer fingerprinting is still by appointment only. Volunteers must have a volunteer packet filled out by the school to bring in with them to the HR Department to be printed.

The HR Department will be putting together a picture directory of our staff. Look for that in the new year.

**Please see the attached Parapro Assessment Flyer.**

### **ISOLATION LEAVE**

Isolation leave has been extended to the end of the contract year 2022.

**Please direct all questions to Jane Olsen at [jane.olsen@jordandistrict.org](mailto:jane.olsen@jordandistrict.org)**

### **AVOIDING SLIPS AND FALLS**

While the Facilities and Custodial Departments work diligently to remove snow and ice from walkways and building entrances, employees may still encounter some slippery surfaces. The HR Department and the Workers Compensation Fund of Utah offer the following tips for avoiding slips and falls during this winter season:

- Select appropriate footwear. There is no single shoe sole material that is perfect under all conditions; however, footwear with rubber soles provides better traction on ice and snow than leather or plastic.
- Think about the best route to your destination and plan on a little extra time to get there. Avoid rushing, carrying too many items, taking shortcuts over snow piles or traversing areas where snow or ice removal is incomplete.
- If you have no choice but to walk on a slippery surface, bend slightly forward and shorten your stride or shuffle your feet for better stability.
- Many slips and falls occur during entry or exit from vehicles. Be particularly careful and hold on to the vehicle for support.
- Take advantage of floor mats at entrances to remove moisture from the soles of your shoes. This will help protect you, as well as others who follow, from having to walk on wet or slippery surfaces.
- Avoid walking on wet or slippery areas if possible.

Take responsibility for immediately reporting slip and fall hazards in parking lots, walkways and building entrances to the building principal or head custodian. If an injury occurs, report it immediately to the Administrative Assistant who will begin the First Report process and will then send the employee to an approved facility, if necessary.