

# HR CONNECTIONS

## MAY SUBSTITUTE TEACHER BONUS BREAKDOWN

For May 2022, substitute teachers with NO CANCELLATIONS and who qualify as outlined below, will be paid a bonus on June 10th, 2022.

Benefit eligible substitute teachers working full time DO NOT QUALIFY for the bonus, since they are required to work every school (contract) day.

18 days worked= \$300

15 days worked= \$180

12 days worked= \$120

9 days worked= \$60

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## ABSENCE FILL RATES 101

There are a few ways to increase your fill rates at your school location.

The fill rates are calculated utilizing three pieces of information:

- 1) Absences,
- 2) Unfilled Absences, and
- 3) Sub Not Needed absences.

Finding coverage for an unfilled absence is a major part of your day.

**Do** double check to make sure that if an educator at your school was absent that they entered that/those absence(s) in Skyward and Frontline.

**Do** have a good list of preferred substitutes/emergency substitutes.

**Do** encourage employees to have their own preferred substitutes.

**Do** request your fill rate from Juli Martin when you would like to review it.

**Do not** delete absences that go unfilled in Frontline when you use coverage from within your staff (hourly ESP staff, teachers during prep, etc.). This artificially increases your fill rate, when in reality that absence was not filled by a substitute. By removing absences, reports may not work appropriately.

**Do not** change absences from unfilled to sub not needed. Again, this changes your fill rate and doesn't reflect the situation you are experiencing.

Accurate fill rates help us provide accurate information and assist in making data based decisions regarding substitutes.

Questions about subs or Frontline Absence Management, email Juli Martin.

# UPDATING OUR CONTACT LISTS

During the Administrative Assistant User Groups we received some excellent feedback (thank you) and wanted to reach out and ask for additional information. Is everyone in your office that would benefit from receiving HR Connections getting it please share the link to HR Connections with them. All HR Connections can be found here: [employment.jordandistrict.org/hrconnections/](https://employment.jordandistrict.org/hrconnections/)  
Additionally if you know of changes that will be happening in your office that would impact who should receive HR Connections please let Jane Olsen know. We want this information to be readily available and in the hands of individuals that would benefit from the information disseminated.

# FRONTLINE SPOTLIGHT

Please see the attached flow chart for clarification on which form will be needed--Skyward or Frontline. It will also be linked in the Frontline Message Board on the opening screen in Frontline Recruiting and Hiring.

# REQUEST FOR TOPICS

In between Administrative Assistant User Groups we know that you have situations come up that present you with unique questions, or questions that have been sitting on a sticky note for the opportunity to call us if you have a moment. We would like to convert those situations and questions in content for HR Connections, so we have created a form that will take you no more than a few minutes to fill out and we will address the topics in HR Connections. Submit the form as many times as you would like, so that we can make HR Connections a valuable asset for you. Also, bookmark the form for easy regular access.

CLICK HERE TO BE TAKEN TO THE FORM



# OPTIONAL PART-TIME ESP EVALUATIONS

Performance evaluations for part-time ESP employees for the 2021-2022 are optional. However, the evaluation documents you provide can be crucial in justifying employee terminations and potential unemployment claims. Please review the evaluation description memo and the evaluation form for instructions. Please contact Brent Burge at 88224 if you have any questions.



CLICK HERE TO BE TAKEN TO THE WEBSITE

# LOOKING FORWARD

In the coming months many opportunities for training related to Frontline, Skyward, as well as a variety of HR processes. We are so excited!

We are planning on releasing these trainings as Canvas courses so they will be available to you anytime, just a click away.

Are there topics that you would like covered in depth? Please let us know. Email Jane Olsen at [jane.olsen@jordandistrict.org](mailto:jane.olsen@jordandistrict.org) to provide any training topics you would be interested in learning or would be helpful in your role.

# HARD TO FILL POSITION? LET OUR SOCIAL MEDIA HELP

If you haven't followed, liked or connected with us on social media you may not know what we are up to. Our social media accounts are targeted towards recruiting efforts. If you are struggling to get applicants for a specific position reach out to Jane Olsen and we will work with you to see if posting it on our social media accounts might be helpful. Plus, you can reshare from your location's social media, which increases your exposure. Don't forget that we really want to connect with you and your location.



JORDAN SCHOOL DISTRICT HUMAN RESOURCES



# ON THE HR CALENDAR

- **May 1, 2022-** Underqualified Educators may be hired on and after this date
- **May 6, 2022-** Special Calendars Due to Human Resources
- **June 30, 2022-** Isolation Leave benefit ends
- **July 1, 2022-** first day of the 2022-2023 contract year