

It's Fall y'all

SEPTMBER 2022, VOLUME 111

HR CONNECTIONS



From Left to Right: LaTrill, Dawn, Kristin, Ruth and Melinda

HR DEPARTMENT INTRODUCTIONS

Melinda McAnally is now serving as the HR Recruiter for the Secondary Level. She is replacing Katie Schreiber.

LaTrill Loveridge, previously serving as an Office Assistant at Copper Hills High School, has joined us as an HR Assistant. She will be working with the Mountain Ridge Feeder.

Dawn Wright, an external hire from San Juan Unified School District in California, was hired as an HR Assistant and is working with the Bingham Feeder and the District Office.

Kristin Prescott, is an external hire from a leadership consulting firm. She will be working with the Riverton Feeder.

Ruth Sowell, previously serving as an Administrative Assistant Attendance at Joel P Jensen, has joined us as one of the newly added HR Assistants.

HUMAN RESOURCES SPECIALISTS

Brittany Bauer and Jane Olsen have been selected to fulfill newly created roles of Recruiting, Licensing, and Hiring Specialists. Brittany will be focusing on Secondary level schools and Jane Olsen will be focusing on elementary schools. Please see the attached document to assist in knowing who to contact in Human Resources.

WHAT'S HAPPENING IN HR

This summer Human Resources has processed **6383 forms!!** This includes:

- resignations
- salary placements/changes
- new hires
- transfers and
- assignment changes

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FTE AUDITS BEGINNING THIS MONTH

September 6th is the deadline for all forms and changes to be completed for the September payroll deadline. This will help ensure that FTE audits are as accurate as possible for each location. Please watch JAM (September 2nd and September 8th) for details and schedule.

SUBSTITUTE DATA

FEEDBACK REGARDING SUBSTITUTE EXPERIENCE

Thank you all for your feedback. This was a very interesting survey in terms of the data we received. We thought the information was so helpful that we have included a report. We anticipate being able to review this information with suggested strategies to address your areas of concerns, training desires, and suggestions for strategies related to substitutes in many issues of HR Connections to come.

FEEDBACK FROM SUBSTITUTES

We asked substitutes for feedback....here is what we learned:

- 75% of participating substitutes worked so that they would earn the Temporary Substitute Incentive Bonus last year.
- 84.8% of participating substitutes find information about substituting with Jordan in Frontline!
- 10% of our substitutes actively substitute in another District in addition to Jordan.
- Top two reasons a location became their favorite were 1) Friendly Staff and 2) Close to Home.
- 62% of participating substitutes have subbed with Jordan for less than 3 years.

CONGRATULATIONS TO OUR TOP TEN FAVORITE LOCATIONS TO SUB!



Copper Hills HS	4
Herriman High	4
Mountain Ridge HS	4
Bastian Elementary	3
Bingham High School	3
Blackridge Elementary	3
Elk Ridge Middle School	3
Fort Herriman MS	3
Golden Fields Elementary	3
Hidden Valley MS	3
Kauri Sue Hamilton	3
Riverton Elementary	3



FRONTLINE REMINDER

As we move forward this year please remember to pay attention to the Frontline Announcements and the Announcements in the upcoming CANVAS course.

LOOKING FORWARD

CANVAS courses are coming.....

The newly created Administrative Assistant HR Training course is under construction. The first module, based on feedback, will focus on the Reconciliation process between Skyward and Frontline for substitutes and time off.

Once you are invited to the course please be sure to turn ON your notifications for CANVAS, so that you will have the most up to date information.

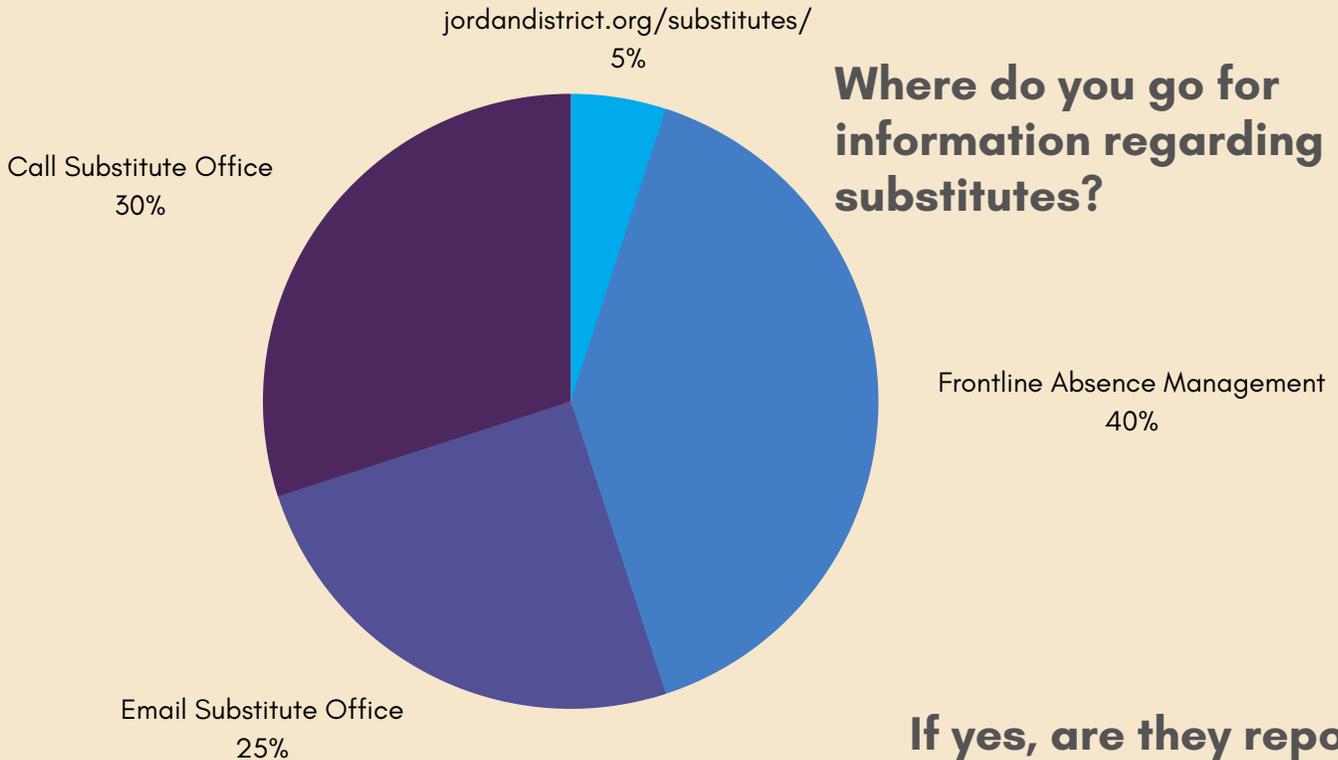
On the HR Calendar

- **Sept 1** - Seventh Period Stipends DUE
- **Sept 1** - Meetings with New APPEL teachers begin
- **Sept 5** - Labor Day (HR Office Closed)
- **Sept 6** - Meet and Greets with Fall Student Teachers and Interns begin
- **Sept 9**- Payroll Deadline
- **Sept 9-19** - Fall Recess Lottery (180, 184, 187, 206 and 207 Contracts)
- **Sept 12-22** - Fall Recess Lottery Window (242, 245 Contracts)
- **Sept 14** - Attendance and Registrars Mtg
- **Sept 15**- Middle School Admin Assistants Mtg
- **Sept 19** - FTE Audits Begin
- **Sept 20** - High School Admin Assistants Mtg
- **Sept 22** - Elementary Admin Assistants Mtg

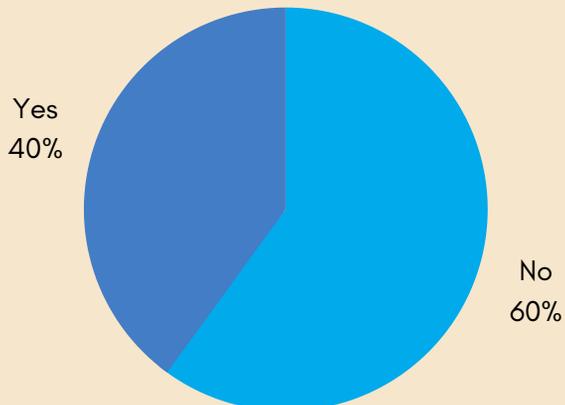
FEEDBACK ON SUBSTITUTE EXPERIENCE DATA

Top Three most problematic issues that you face regarding substitutes:

1. Filling Absences and Vacancies (90%)
2. Substitutes Not Meeting Expectations (45%)
3. Challenges when Teachers are Requesting Substitutes/Reconciliation of Substitutes with Absences/Vacancies (25% tie)



Are there reports that you run in Frontline or Skyward that you use regularly related to substitutes?



If yes, are they reports already created or reports that you creates?

