

HR Connections

August 2023, Volume 118

HR Connections is getting a redesign

In order to more efficiently and effectively meet the needs of those who use HR Connections as a resource we will have several new features and a new organization to each edition.

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Retirement Announcement

Our longtime team member and friend, Stacy Krahenbuhl will be retiring effective August 15th. In lieu of a party or open house Stacy is accepting well wishes by email through her last day.

She will be missed greatly by the Human Resources Department and the administrators and staff she has worked with over the years. We wish her all the best with her next adventure.

It has been such a pleasure working with such amazing Administrators and educators for the past 29 years. My heart is so full of gratitude for working with such wonderful people who make such a difference in the lives of our children.

I'm looking forward to this next chapter of my life. Thank you for the wonderful friendships and memories that have been made. Love you all!

-Stacy Krahenbuhl

HR Department Changes

As a result of Stacy's retirement there have been a few changes to the HR Department staff;

- Shaina Nielsen will join the Recruitment Team replacing Stacy as the Elementary HR Recruiting Assistant.
- Kelli Thomsen will be the newest HR Assistant and will work with the Bingham Feeder.
- Marg Broadhead will transition from midday to afternoons at our Front desk.
- Marg's replacement is in the process of being selected.



Substitute Office

Substitute Incentive Bonus is Continuing

The monthly substitute bonuses for working a certain number of days with no cancellations will continue into the 2023-24 school year.

Days and amounts will be announced in HR Connections and Frontline Absence Management Web Alerts every month.

Substitute Crucial Policies

In order to receive a parking pass and prior to working their first day for the 2023-24 school year substitutes **MUST** complete their crucial policies.

If you have long-term substitutes that are scheduled to begin the school year please notify the Sub Office at suboffice@jordandistrict.org to confirm their crucial policy completion.

Long Term Sub Pay vs. Substitute Incentive Bonus What is the Difference?!

Long Term Sub Pay

In order to receive long term substitute pay a substitute **MUST** meet the following eligibility requirements:

- Work for the same teacher
- Work in the same classroom
- With **NO breaks** on student days
- for 10 continuous day to receive an additional \$15 a day (back to day 1)
- for 35 continuous days to received another \$35 a day (on top of \$15 back to day 1)

Substitute Incentive Bonus

In order to receive a 'sub bonus' a substitute **MUST** meet the following eligibility requirements:

- Work the number of days required to receive a bonus (there are 3 levels, a sub only qualifies for ONE bonus)
- **NO cancellations** for substitute jobs during that month

Sub Office Contact Information

Don't forget the Sub Office has updated contact information:

- Email: suboffice@jordandistrict.org
- Phone: 801-567-8219

Training and Calendar

7th Period Stipends

To ensure accurate pay, 7th period stipends need to be submitted in Skyward by September 1st.

FTE Audits Coming Soon

September starts FTE Audits. Information will be forthcoming in JAM.

New Educator Induction- Come and Welcome Our New Educators

We are excited to see all of our new Educators at the New Educator Induction in-person session on Friday, August 11th at West Jordan Middle School. Don't forget that your staff are invited to welcome them starting at 7 a.m. See the JAM Memo for all the details:

<https://jam.jordandistrict.org/2023/07/20/new-educator-welcome-august-11-2023/>

JSD Job Fair

Oquirrh Hills Middle School is hosting the Fall JSD Job Fair on Wednesday, August 16th. Details were shared at the Administrative Conference and reminders will be shared in JAM and JEM.

Help us market this event by accessing the signage, social media templates, and email templates in this Google Drive:

<https://drive.google.com/drive/folders/1BitgL6PvFN604q0xTo5klauMHZUyWRj3?usp=sharing>

On the HR Calendar

August 1st- Transfer Window Closes

August 11th- New Educator Induction In-Person Session at West Jordan Middle

August 16th- JSD Job Fair at Oquirrh Hills Middle

August 21st- FTE Enrollment/Staffing- 1st Day of School

September 1st- FTE Enrollment/Staffing- 10th Day Count
FTE Audits with HR Begin
Temporary Agreements DUE to HR

****30 days AFTER student instruction begins-**
Educators with an Associate Educator License (AEL) will meet with HR to review their Professional Learning Plan (PLP)

*August is
the border between
summer and autumn;
it is the most beautiful
month I know.*

-Tove Jansson