

HR Connections



Welcome to 2023

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January Sub Bonus •

Happy New Year and welcome back!
For January 2023, substitute teachers with **NO CANCELLATIONS** and qualify as outlined below, will be paid on February 10th, 2023.

The tiered substitute teacher bonus incentives are as follows:

16 days worked = \$275

14 days worked = \$175

11 days worked = \$100

8 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.

New Frontline Training Dates

You asked, we are providing.

Below are the dates and topics for January Frontline Trainings. Please use the link to schedule your training. Remember that there are virtual and in person options. We recommend that you have your computer when attending the training.

January 9th at 2pm

January 11th at 10am

January 18th at 10am and 3pm

January 30th at 10am and 3pm

To sign up please copy and paste this link:

<https://booking.setmore.com/scheduleappointment/f57956d4-89fa-4c97-a0c8-2c23dae48da6/class/054c8c4c-f13a-462c-90f6-922b09d15f63>



LICENSE RENEWAL DATE UPDATE

USBE has notified us of an issue in their system. This will delay the Licensing Renewal window to opening on January 20th rather than the 1st as we had previously communicated. We will keep everyone updated if more information becomes available. Please share this with your faculty.

The Transfer Fair is coming up February 13th. This year student teachers, intern and educators on a one year agreement are invited. Student teachers and interns are invited to arrive at 4pm to meet with Superintendent Godfrey.

Additionally, West Jordan Elementary faculty and staff are also invited beginning at 4pm to interview with principals. Please see the attached flyer for additional details. Transfers must be completed prior to March 1st so remaining positions can be posted on March 1st.

Transfers and Transfer Fair

Interview Reminders

As a brief reminder:

- 1) Your interview team should consist of two or more individuals.
- 2) Keep the same interview team for the same job number.
- 3) Be sure to interview a reasonable number of qualified candidates for each job number, compared to the number of qualified applicants.
- 4) Close the job posting **before** scheduling interviews.
- 5) Send regret letters (see templates in Frontline).

We reviewed the updates on the Recommendation to Hire during Principals Meeting. Additional temporary additions to that forms were added to cover the West Jordan Elementary closure and the transfer window.

If you would like additional details we recommend signing up for one of the Frontline trainings listed on page 1 of this edition of HR Connections.

Recommendation to Hire

On the HR Calendar

Jan 2nd- Office Closed

Jan 9th- Frontline Training 2pm

Jan 11th- Frontline Training 10am

Jan 11th- Attendance and Registrar Meeting

Jan 12th- Elementary Admin Assistants Meeting

Jan 16th- Office Closed

Jan 18th- Frontline Training 10 am and 3pm

Jan 19th- Middle Admin Assistants Meeting

Jan 25th- JSD Job Fair @OHMS

Jan 26th- High Admin Assistants Meeting

Jan 30th- Frontline Training 10am and 3pm

Frontline Training: Multiple Custom Times for the Same Date

During reconciliation we reviewed a few scenarios where a benefitted substitute had multiple entries for the same day. In researching how to best handle those situations we found a great tutorial from Frontline so that instead of having more than 2 entries on a day, anything under the same leave type can have multiple custom entries. This tutorial is attached and will be posted in the Admin Assistant Training course on Canvas. Remember: the total hours cannot exceed 8 hours. Please call Jane Olsen at 801-567-8217 if you have questions.

Websites to Bookmark

With updates happening regularly we recommend bookmarking the Admin Only and HR Connections websites. The websites contain valuable information and are listed below:

employment.jordandistrict.org/adminonly/

employment.jordandistrict.org/hrconnections/

Critical Dates and HR Master Calendars

An updated version of the Critical Dates spreadsheet and a NEW HR Master Calendar will be available on the HR Department Admin Only and HR Connections upon their completion.

These documents can be used to guide required and recommended HR processes on a monthly, quarterly and annual basis. They have been designed to be more of a visual tool. The Critical Dates document provides details about the processes listed on the HR Master Calendar.

Happy New Year.....welcome to 2023

GROW WITH US Job Fair

We are so excited for the first ever **Jordan School District Grow with Us Job Fair.**

All principals at schools and departments with openings should be in attendance.

Advertising for this event will include a postcard in English and Spanish sent to homes within Jordan boundaries. Additionally, there will be signage, social media templates and email templates for everyone to use. *(See Advertising Packs section below)*

Schools and Departments will be welcome to begin setting up at 5:15pm the night of the Job Fair.

If you need assistance in bringing in advertising materials, decoration or otherwise, please notify Jane Olsen at jane.olsen@jordandistrict.org and she will arrange to have individuals available to assist you.

We are
HIRING

Date

January 25th, 2023

Time

6 to 8 pm

Location

Oquirrh Hills Middle
12949 S 2700 W
Riverton, UT 84065

ADVERTISING PACKS AVAILABLE

We have created a Google Drive Folder full of ways for you, your faculty and staff can help us advertise this community wide event. There are tutorials with instructions on how to use each design. Copy and paste the link to access the folder.

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

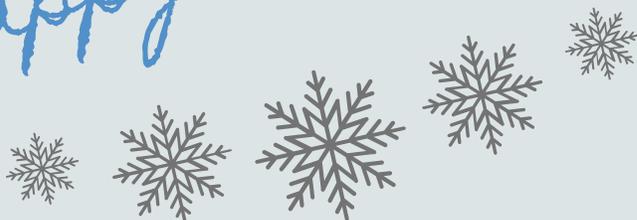
Principals Meeting Follow Up

We wanted to extend a special thanks to all those who provided feedback regarding December's Principals Meetings HR Training.

Our goal is to ensure that you receive timely, value added training that you can implement immediately.

Over the next few additions of HR Connections we will be sure to cover the questions you asked on your feedback forms or provide additional resources to address those questions.

*Many thanks!
and
Happy New Year!*



May this be our best year Ever!