



It's Spring Time!

WHAT A RE-LEAF

MAY SUBSTITUTE INCENTIVE BONUS

For May 2023, substitute teachers with NO CANCELLATIONS and qualify as outlined below, will be paid on April 10th, 2023.

The tiered substitute teacher bonus incentives are as follows:

- 19 days worked = \$325
- 16 days worked = \$200
- 13 days worked = \$125
- 9 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.

SPECIAL CALENDAR AVAILABLE NOW

Special Calendars are now posted on the HR Connections website:

employment.jordandistrict.org/HRConnections/

Please provide the calendars to employees. The HR Connections website is not designed for all employees to access.

There was additional information in JAM, including instructions, recommendations and templates for setting up a special calendar with an educator.

As a reminder, the criteria for determining if an employee should have a special calendar completed and submitted to Human Resources are as follows:

- 187 Modified/207 Modified (Educator less than 1.00 FTE and working a schedule that is modified by hours per day or the number of days per week. A .50 FTE working 8 hours every other day, for example).
- Multiple location employees- an employee split between two or more locations.
- Elementary educators with an approved Job Share agreement

If you have an employee you would like to review to determine if they may require a special calendar, you can contact the Human Resources Department for assistance.

Special calendars are an essential piece of the Human Resource processes that assists in ensuring appropriate contract pay, time entry, emergency protocols, and temporary employee tracking.

Special Calendars are due to the Human Resources department completed and signed by May 19th, 2023.

Spring is in the air. No.....Wait, that's pollen

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ON THE HR CALENDAR

May 1- Underqualified Hiring may be approved

May 5- Special Calendars Posted- Lunch Heroes Day

May 1-5 - Teacher Appreciation Week

May 8-12- Substitute Teacher Appreciation Week

May 10- Nurses Day

May 13- JEF Challenge Run

May 19- Special Calendars (Originals) Due to HR

May 29- Memorial Day- HR Office will be closed

June 19- Juneteeth- HR Office will be Closed

July 1- New Educator Induction Canvas Course OPEN

August 11- New Educator Induction

ADMINISTRATIVE ASSISTANT MEETING RECAP

In the April Meetings HR reviewed some essential information.

May 1st is the first Payroll cycle that we will lock Frontline to changes.

In order to have changes made, you will need to submit the Google Form found at: <https://forms.gle/ZquRcoLSXcqY3PUS8> (We recommend you bookmark this link. **This form does not replace the Move Money process**

New absences entered after the deadline will need to have a Google Form completed as well.

The following 5 reminders were highlighted regarding reconciliation:

1. Using the Sub Sign-in and Sign-out sheet with the AAA School Principals Month End Report in Frontline and the My Employees Detailed Transaction Report in Skyward to complete your reconciliation. (See Canvas course for details and helpful reminders.
2. Encourage educators to actively use the Notes to Substitute section
3. The Substitute Pay Guidelines are getting updated. Once complete, this doc will be uploaded to the [Canvas course](#).
4. We recommend posting the Substitute Expectations in many places, including at your Sign-In and Sign-Out location.
5. Full Day Fridays! Remember to check Fridays to make sure that show as a full day for substitutes, to ensure that they are paid accurately.

ADMINISTRATIVE ASSISTANT HR TRAINING IN CANVAS

As promised the [Canvas course](#) is being updated to include all of the information covered at the Administrative Assistants Meetings and will soon include updated resources related to Welcoming Substitutes Best Practices and Substitute Feedback and evaluation.

We will send out Announcements as new modules open, resources are added or information is updated.

If you need assistance in enrolling in this course please contact your HR Specialist for assistance.

Jane Olsen for Elementary Schools and Departments

Brittany Bauer for Secondary Schools and Departments



VOLUNTEER FINGERPRINTING REMINDER

Volunteer fingerprinting is still by appointment only. Volunteers must make an appointment and have the completed and administrator signed [volunteer form](#) with them.

Remember, the school keeps Code of Conduct Signature Form.

NEW HIRE UPDATES AND REMINDERS

As the year draws to a close, please remember to have as many of your new hire forms completed for those staff that will be joining your organization. This will assist in getting staff members in for onboarding as soon as possible. Once staff have attended onboarding the following can occur:

- Email is activated (yay summer communication)
- New Educators can be added to the New Educator Induction Canvas course on July 1
- Documents needed for salaries can be received earlier
- New educators with Underqualified Licenses can begin meeting with HR Specialists

MEET THE HR PART TIME STAFF

We have not taken the time to introduce you all to our part-time staff who do a variety of tasks here in HR.

Dawn Jorgensen is our newest office member and has replaced Julia King. She is here in the mornings, currently learning all things JSD and HR.

Marg Broadhead is our midday worker bee. She assists with Substitute Onboarding, among many other things.

Kelli Thomsen covers our afternoons helping with Verifications of Employment and is always willing to step in and help whenever, wherever and doing whatever we need.

WE LOVE OUR PART TIME STAFF!!

ELEMENTARY RECRUITING CONTACT FOR MAY

Stacy Krahenbuhl will be out during the month of May.

For recruiting questions please contact:

Jane Olsen, HR Specialist-Elementary or

Melinda McAnally, HR Assistant Recruiting, Secondary