

# CRITICAL DATES GOOGLE TEMPLATE

Interested in having your Calendar automatically notify you of upcoming critical dates and training opportunities?

Click the following link to open a Google Calendar Template for you to Upload. Then set up your own notifications.

## Google Calendar Upload

*April Gaydosh* **Administrator of Human Resources**  
april.gaydosh@jordandistrict.org  
801-567-8223

*Brent Burge* **HR Administrator**  
brent.burge@jordandistrict.org  
801-567-8224

*Brittany Bauer* **HR Specialist-Hiring and Licensing**  
brittany.bauer@jordandistrict.org  
801-567-8214

*Jane Olsen* **HR Specialist-Recruiting and Communication**  
jane.olsen@jordandistrict.org  
801-567-8217

*Rebecca Eastman* **HR Generalist-Leave Benefits**  
rebecca.eastman@jordandistrict.org  
801-567-8249

*Angela Montague* **HR Administrative Assistant Lead**  
angela.montague@jordandistrict.org  
801-567-8222

## Stay Connected

**hr.jordandistrict.org**  
**hr.jordandistrict.org/AdminOnly**  
**801-567-8150**



**Jordan School District  
Human Resources**



**Jordan School District**

# Critical Dates & Timely Topics



**JORDAN**  
**Human**  
**Resources**

**2025-2026**

# HR Critical Dates & Timely Topics

**Dates and Topics are Subject to Change.**  
Check out Admin Only and watch JAM for most current information.

**Dates in Red- Final Due Dates**

## AUGUST

**TIMELY HR TOPICS:** FTE Dashboards, FTE Audit, Late Hiring Process, and New Substitute Competencies and Evaluation Process

- **Aug 1-** Transfer Window for 2025-2026 closes
- **Aug 8-** New Educator Induction In-Person Session at Bingham High
- **Aug 11-29-** JPAS Notification to educators
- **Aug 19-20-** First Day of School
- **Aug 29-** JPAS delegation list due to Rebecca Lee
- **Within 30 days of 1<sup>st</sup> Student Day-** Underqualified AEL educators meet with HR Specialist to discuss PLP (Professional Learning Plan)

## JANUARY

**TIMELY HR TOPICS:** Associate and Temporary Rehire Eligibility Forms, Reduction in Staff (RIS/RIF)

- **Jan-** End of Year License Renewals 2<sup>nd</sup> HR Notification
- **Jan 2-** Semester Enrollment Review
- **Jan 2-** Posting of Critical Need/Hard to Fill Positions Begins
- **Jan 15-** LICENSED Early Resignation/Retirement Notification Incentive - \$300
- **Jan 15-** Associate Educator Annual Progress **DUE**
- **Jan-May-** January Hire, Underqualified, Grant Funded, and Temporary Agreement employee notification regarding reapplication requirement

## MARCH

**TIMELY HR TOPICS:** Screening Candidates and Interviewing

- **March-** End of Year Licensing Renewals 3<sup>rd</sup> HR Reminder
- **March 1-** General Posting for 2026-2027 Begins
- **March 2-** JSD Job Fair at Riverton High 6 to 8pm
- **March 23-** Non-Renewal/Provisional Extension Request are **DUE** to AOS by End of Day
- **March 31-** Full Licensed JPAS evaluations **DUE**

## APRIL

**TIMELY HR TOPICS:** ESP Evaluations

- **April** -End of Year Licensing Renewal 4th and FINAL HR letter.
- *\*Requires Administrative Supervisor signature. \**
- **April 30** - Late Hire Full JPAS evaluations **DUE**

## SEPTEMBER

**TIMELY HR TOPICS:**

Temp 1 Year Agreements, Employee Discipline and Investigations, NEW Volunteer Process

- **Sept 1-** Sick Bank Opt Out Closes for Current Employees
- **Sept 2-** 10th Day Count
- **Sept 15-** FTE Audits Available
- **Sept 26-** FTE Audits **DUE**
- **Sept 30-** Temporary Agreements **DUE**

## OCTOBER

**TIMELY HR TOPICS:**

Educator Licensing

- **Oct 1-** Sick Bank Opt Out Closes for New Employees
- **Oct 1-** USBE CACTUS Report
- **Oct 31** - Beginning of the year JPAS interims **DUE**
- **Oct 1-** Seventh Period Stipend Agreements **DUE**

## DECEMBER

**TIMELY HR TOPICS:** January Hires, Non-Renewal and Provisional Extensions

- **Dec 15** - LICENSED Early Resignation/Retirement Notification Incentive - \$500
- **Dec 19** - Provisional and Probationary first evaluation cycle **DUE**

## NOVEMBER

**TIMELY HR TOPICS:**

Licensed Evaluations

- **Nov-** End of Year License Renewals 1<sup>st</sup> HR Notification
- **Nov 1-** Crucial Policy Reviews **DUE**

## FEBRUARY

**TIMELY HR TOPICS:** Recruiting, Transfer Fair and Job Fair

- **Feb 1-27-** Internal Transfers without posting window
- **Feb 2-** Underqualified Educator Employment Status/Rehire Eligibility Forms Sent to Administrators TODAY, Complete and Send to AOS ASAP
- **Feb 9-** FTE v2.0 Projections Anticipated Today
- **Feb 15** - **FINAL** LICENSED Early Resignation/Retirement Notification Incentive- \$200
- **Feb 17** - Educator Transfer Fair @ Herriman High 4-6pm
- **Feb 27** - Reduction in Staff (RIS/RIF) Requests are **DUE** to AOS by End of Day
- **Feb 27-** Transfer approvals from Educator Transfer Fair **DUE** to HR by End of Day

## MAY

**TIMELY HR TOPICS:**

Underqualified Hiring

- **May 1** - New UQ candidates (Associate/LEA-Specific) **MAY** be Approved for hire.
- **May 31** - ALL End of Year Interim Evaluations **DUE**
- **May 31** - ALL Contracted ESP Evaluations **DUE**

## JULY

**TIMELY HR TOPICS:** Crucial Policy Review and Negotiated Agreements

- **July 1-** Sick Bank Opt Out Opens
- **July 1-** Crucial Policy Review Opens

Expanded resources regarding critical dates and timely topics can be found on:  
[hr.jordandistrict.org/AdminOnly](http://hr.jordandistrict.org/AdminOnly)

## JUNE

**TIMELY HR TOPICS:**

Onboarding and New Educator Induction

- **June 1-** Special Calendars **DUE** to HR
- **June 1** - Teacher Job Share Proposals - **DUE** to AOS.

**Get reminders on your Google Calendar for upcoming HR Critical Dates.**

See the next page for the link.

