

# 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](http://hr.jordandistrict.org)

[hr.jordandistrict.org/AdminOnly](http://hr.jordandistrict.org/AdminOnly)

801-567-8150



jsd\_hr



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**

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

## 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 3-27** - Non- Renewals & Provisional Status Extensions Requests **DUe** to AOS by FEBRUARY 27th
- **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

## NOVEMBER

**TIMELY HR TOPICS:** Licensed Evaluations

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

## 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.



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

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