

# 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](#)

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## Stay Connected

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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 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 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**- Non-Renewal/Provisional Extension Request 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

## 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.

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

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

See the next page for the link.

