

Crucial Policy Review Through Employee Access

Log into Employee Access where the following screen will display. Click on the name of the online form that needs to be completed to begin. (If you need help with your Employee Access user name and password, call the Help Desk, 801-567-8737)

SKYWARD

Online Forms have been found that you are required to complete. The required online forms are listed below including a description of what the online form is for. You can click on the online form name to enter the online forms.

2017-C Policy Review
Every District employee is required to review crucial policies yearly. After reviewing all summaries, viewing all videos and completing the acknowledgement form, you will receive a confirmation email.

Close Online Form Screen and Continue to Skyward

Alternatively, navigate to Employee Information/Employee Information/Online Forms.

SKYWARD

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener

Employee Information

- Personal Information
- Calendar
- Modify HR Calendar Events
- Accounts Payable Payments
- Online Forms**

Payroll

- Check History
- Check Estimator
- Calendar Year-to-Date
- Fiscal Year-to-Date
- Direct Deposit Information
- W2 Information
- W4 Information
- 1095 Forms

Click on the forms to be completed under the “New” heading. Any previously completed forms can be viewed by clicking on the form title.

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener

Employee Online Forms ☆

New

- 2017-C Policy Review due by 06/01/2018**

In Progress

There are no In Progress online forms to be completed

Completed

- 2017 New Hire ClsCo

History

There are no History online forms.

Read the instructions in the gray highlighted box, then click on the link to view a PDF of the policies in that group. When finished, return to this page and click “Next.”

Employee Online Forms

1. Policy Group A

As you review the summaries of these policies, consider questions such as: What options do I have if I'm sick? What if I'm not sick and need time off?

Click on this link for Policy Group A

2017-C Policy Review

1. Policy Group A
2. Policy Group B
3. Policy Group C
4. Policy Group D
5. Policy Group E
6. Policy Group F
7. Policy Group G
8. GHS for Hazard Communications
9. Universal Precautions Video
10. Social Media Guidelines Video
11. Automated External Defib (AED)
12. Child Sexual Abuse Prevention
13. Crucial Policies Acknowledgement 2017-18 Classified
14. Complete Online Form

Step 1 of 14

Next

Close and Finish Later

Continue reading the PDF's and viewing the videos from the links on each page, then clicking “Next.”

Employee Online Forms

2. Policy Group B

As you review the summaries of these policies, consider questions such as: What are my options if I need more than a day or two off? What are my options for a serious medical condition?

Click on this link for Policy Group B

2017-C Policy Review

1. ✓ Policy Group A
2. Policy Group B
3. Policy Group C
4. Policy Group D
5. Policy Group E
6. Policy Group F
7. Policy Group G
8. GHS for Hazard Communications
9. Universal Precautions Video
10. Social Media Guidelines Video
11. Automated External Defib (AED)
12. Child Sexual Abuse Prevention
13. Crucial Policies Acknowledgement 2017-18 Classified
14. Complete Online Form

Step 2 of 14

Previous Next

Close and Finish Later

On the next to last step, fill in the Crucial Policies Acknowledgement by selecting “yes” next to the “Accept Network Use” box, and in the “Accept Crucial Policies” box. Enter the current date, then click “Next.”

Employee Online Forms

13. Crucial Policies Acknowledgement 2017-18 Classified

It is the responsibility of every Jordan School District employee to know and abide by all District policies. District policies are available online at <http://policymanual.jordandistrict.org/>.

I have read District policy DP371 Employee Information Network Acceptable Use Policy and Jordan School District Social Media Guidelines and agree to abide by the terms and conditions. I understand that violation of the provisions stated in the policy and guidelines may result in suspension of network privileges and/or other disciplinary action.

* Accept Network Use: ☒ Yes

DP326 NEG Sick Leave - Classified
DP335B NEG Personal Leave Classified
DP377 Employee Immunizations
DP337B NEG Leave of Absence (Personal 15 Days)
DP336B NEG Leave of Absence (1 Year) - Classified
DP322 Family and Medical Leave Act
DP371 Employee Network Acceptable Use Policy
DP374 Employment Background Checks
DP346 Industrial Accidents
DP356 Substance Abuse-Free Work Environment
DP358 Employee Discrimination and Harassment
DP353 NEG Assault or Abuse of Employees
AA409 Scope of Employment
DP312 Evaluation of Classified Personnel
DP316B Orderly Termination - Classified

AS70 Child Abuse-Neglect Reporting by School Personnel
AS97 Concussions and Traumatic Head Injuries
AS85 Medication in the School Setting
AS96 Extracurricular Activity Privileges
DA151 Public School Building/Ground as Civic Center
DE505 Acceptable Use of Copyrighted Materials
GHS for Hazard Communications
Universal Precautions Video
Social Media Guidelines Video
Automated External Defibrillator (AED) Video
Child Sexual Abuse Prevention Video

I acknowledge I have read and understand the Jordan School District crucial policies and procedures listed above. Violation of these policies may result in disciplinary action.

* Accept Crucial Policies: ☒ Yes

Name:

Date:

Please note: All non-benefited employees of Jordan School District are considered "at-will." That is, either the employee or Jordan School District may end the employment relationship at any time, for any reason, or for no reason. There is no expectation of continued or guaranteed employment.

2017-C Policy Review

1. ✓ Policy Group A
2. ✓ Policy Group B
3. ✓ Policy Group C
4. ✓ Policy Group D
5. ✓ Policy Group E
6. ✓ Policy Group F
7. ✓ Policy Group G
8. ✓ GHS for Hazard Communications
9. ✓ Universal Precautions Video
10. ✓ Social Media Guidelines Video
11. ✓ Automated External Defib (AED)
12. ✓ Child Sexual Abuse Prevention
13. **Crucial Policies Acknowledgement 2017-18 Classified**
14. Complete Online Form

Step 13 of 14

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On the final step, checkmark the box for “I have completed the online form,” then click “Finish.” You will receive an email verifying you have completed your crucial policy review.

Employee Online Forms

14. Complete Online Form

When you have completed this online form, check the I have completed this online form.

Step	Status	Last Accessed	Completed by
1. Policy Group A	Completed	12/07/2017 12:32 PM	MORRISON PENNY J
2. Policy Group B	Completed	12/07/2017 12:32 PM	MORRISON PENNY J
3. Policy Group C	Completed	12/07/2017 12:32 PM	MORRISON PENNY J
4. Policy Group D	Completed	12/07/2017 12:32 PM	MORRISON PENNY J
5. Policy Group E	Completed	12/07/2017 12:32 PM	MORRISON PENNY J
6. Policy Group F	Completed	12/07/2017 12:32 PM	MORRISON PENNY J
7. Policy Group G	Completed	12/07/2017 12:32 PM	MORRISON PENNY J
8. GHS for Hazard Communications	Completed	12/07/2017 12:32 PM	MORRISON PENNY J
9. Universal Precautions Video	Completed	12/07/2017 12:32 PM	MORRISON PENNY J
10. Social Media Guidelines Video	Completed	12/07/2017 12:32 PM	MORRISON PENNY J
11. Automated External Defib (AED)	Completed	12/07/2017 12:32 PM	MORRISON PENNY J
12. Child Sexual Abuse Prevention	Completed	12/07/2017 12:33 PM	MORRISON PENNY J
13. Crucial Policies Acknowledgement 2017-18 Classified	Completed	12/07/2017 12:34 PM	MORRISON PENNY J
<input checked="" type="checkbox"/> I have completed this online form.			

2017-C Policy Review

1. ✓ Policy Group A
2. ✓ Policy Group B
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13. ✓ Crucial Policies Acknowledgement 2017-18 Classified
14. **Complete Online Form**

Step 14 of 14

[Previous](#) [Finish](#) [Close and Finish Later](#)