

Goodbye Summer...

HR Connections

LET'S TALK SUBSTITUTE

Greetings and Welcome Back!

We are gathering information regarding your experience with substitutes. This information will be used to improve the substitute experience by substitutes and schools. We would like to report the results in the September HR Connections. Please take a few minutes to complete the attached Google Form by August 15th.

We look forward to your feedback!

**CLICK HERE TO BE
TAKEN TO THE SURVEY**



ANNUAL CRUCIAL POLICIES DEADLINE SOON

The mandatory set of crucial policies training for the 2022-2023 contract year are open and available in Skyward Employee Access.

Crucial policies for all employees need to be completed by September 1st.

A tutorial on how to complete crucial policies can be found at the following link:

<https://drive.google.com/file/d/1FniA9riV6vQVz2WJolH3-miTtW4kc7iY/view?usp=sharing>.

SICK BANK OPT OUT

As an annual reminder, employees wishing to opt out of participation in the sick bank must annually complete the appropriate online form in Skyward Employee Access no later than September 1 for current employees and October 1 for first-year licensed employees. This opt out request must be submitted annually. Prior to completion of the Sick Bank Opt Out form, it is strongly encouraged to review all District Leave Policies.

Questions regarding sick bank should be directed to Rebecca Eastman, HR Generalist, at 801-567-8249 or rebecca.eastman@jordandistrict.org. If you need additional assistance with the completion or submission of this form, contact the Administrative Assistant at your location or the HR Generalist.

LONG TERM SUBSTITUTES

Many of you will starting the school year with one or more long term substitutes in your classrooms. Here are a few quick reminders regarding long term substitutes.

- Long Term Substitutes that are **starting the first student day** are eligible for *two orientation days* to occur during the contract days prior to your first student day.
- Long Term Substitutes **beginning AFTER the first day of school** are eligible for *ONE orientation day* prior to the substitute job start date.

.....here comes the sun

POLICY REMINDER- FIRST FIVE STUDENT DAYS

Just a quick reminder regarding DP 335 NEG and DP 335B NEG- Policy outlines the following regarding absences during the first five (5) students for Licensed AND ESP employees.

Annual leave shall not be taken during the first five days and last five days that students are in school except under the following conditions:

- To attend the wedding of a near relative including child, father, mother, brother, sister, grandchild, grandparent or the same to one's spouse or any other person who is a member of the same household as the employee.
- To attend to personal or business matters which require the employee's attendance and scheduling is beyond the employee's control.
- First year employees who notify their supervisor in writing that they are ill.

EMPLOYEES AND HEALTH INFO- EXERCISING CAUTION

Employee medical absences are complicated but we have our HR Generalist, Rebecca Eastman, working hard to assist, support and direct employees all along the way. We urge you to direct employees to utilize the HR Generalist to assist them, or direct them to the Human Resources FMLA website at employment.jordandistrict.org/fmla/.

As a quick reminder, federal regulations provides the following guidance:

1) Medical records should not be kept in the local (also know as 'working') or the official personnel file, exceptions for doctor's notes related to occasional absences.

2) Direct supervision of an employee should not contact employee's medical providers and request information.

By exercising caution when assisting employees regarding medical absences and directing them to the HR Generalist you help the organization stay in compliance and assist the employee by connecting them with us.

sun, sun, sun, here it comes

ON THE HR CALENDAR

- **August 10, 2022**- Teacher Contract Time Begins
- **August 17, 2022**- first student day of the 2022-2023 contract year (High)
- **August 18, 2022**- first student day of the 2022-2023 contract year (Elementary & Middle)
- **September 5, 2022**- Labor Day-- No School and HR Office Closed
- **September 9-19, 2022**- Fall Recess Lottery Window (180, 184, 187, 207, 206 Contracts)
- **September 12-22, 2022**- Fall Recess Lottery Window (242, 245 Contracts)

CHECK OUT THE UPDATED WEBSITE

We have been busy this summer. We have updated many sections of our website and we hope that you revisit the website and check it out. We recommend bookmarking our website for quick reference:

employment.jordandistrict.org

REQUEST FOR TOPICS

Help us convert your sticky notes into content. Click the Google form link below to submit topics to be considered for upcoming editions of HR Connections.

Submit the form as many times as you would like, so that we can make HR Connections a valuable asset for you.

Also, bookmark the form for easy regular access.

**CLICK HERE TO BE
TAKEN TO THE FORM**

