

# HR Connections



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## 01 November Substitute Bonuses

We are so grateful for our substitutes! For November 2022, substitute teachers with NO CANCELLATIONS and who qualify as outlined below, will be paid on December 10, 2022. The November tiered substitute teacher bonus incentives are as follows:

15 days worked = \$250

13 days worked = \$150

10 days worked = \$100

8 days worked = \$50

Benefit eligible substitute teachers working full time at various schools throughout the Jordan School District, DO NOT QUALIFY for the monthly substitute teacher bonus incentives, since they are required to work every school (contract) day.

## 02 License Renewal Reminders

Teachers and other educators whose license will expire on June 30, 2023, are encouraged to begin the license renewal process IMMEDIATELY by going to the USBE website: <https://secure.utah.gov/elr/welcome.html> Reminder letters regarding license renewal information have already been sent out.

## 03 Frontline Trainings Available

If you missed the previously scheduled Frontline trainings do NOT despair. The training materials are available on your Frontline Message Board that appears on your main screen when you first login to Frontline Recruiting and Hiring. If additional trainings are added, a link to schedule will be on the Message Board.

## 04 Early Notification Incentives

Employees resigning/retiring at the end of the current contract year, that give official early notification of resignation/retirement in Skyward Employee Access, will be eligible for a tiered incentive. To qualify, notification must be submitted online on or before the following dates:

- **December 15, 2022** \$500.00
- **January 15, 2023** \$300.00
- **February 15, 2023** \$200.00

The incentive will be paid on the last regular paycheck. Notifications of resignation or retirement received after the dates listed above will not qualify for an incentive. The official District resignation/retirement notification form is found in Skyward under "Employee Access". Please see District policy DP318 for more detailed information regarding resignations. If you do not know your Skyward username or password please contact the Help Desk at 801.567.8737.

## 05 Licensed Transfer Fair

The annual Teacher Transfer Fair is held for current Jordan School District licensed employees seeking a new teaching opportunity! The transfer fair will be combined for both elementary and secondary teachers. Please have copies of your resume available to distribute. Your JSD ID badge is required to gain entry. Come explore your options!

**February 13th, 2023**  
**4:30-6:00 PM**  
 West Jordan Middle School  
 7550 South Redwood Road  
 West Jordan, Utah 84084

**NEW**  
 Student Teachers  
 Interns and  
 One Year Agreements  
**ARE INVITED**

## 06 Avoiding Slips and Falls

Winter is coming.....the Facilities and Custodial Departments work diligently to remove snow and ice from walkways and building entrances, employees still encounter some slippery surfaces. If an injury occurs please remember to report it immediately to the Administrative Assistant who will begin the First Report process and send the employee to an approved facility, if necessary. Here are a few quick tips for avoiding slips and falls:

- **Select appropriate footwear.**
- **Plan extra time to arrive safely, including alternative routes.**
- **Pay particular attention when entering or exiting your vehicle.**
- **Use floormats upon entering a building.**
- **Avoid walking on wet or slippery surfaces, when possible.**

### On the HR Calendar

**November 1st-** Department FTE Audits DUE

**November 1st-** Frontline Training

**November 2nd-** JEAC Employee Open House

**November 2nd-** Frontline Training

**November 2nd-** Payroll Deadline

**November 7th-17th -** Winter Recess Lottery Window (180, 184, 187, 207, 206 Contracts)

**November 11th-21st-** Winter Recess Lottery Window (242, 245 Contracts)

**November 16th-** Payroll Deadline

**November 24th-25th-** Thanksgiving Recess HR Office CLOSED

**November 30th-** JSD Career Fair

**December 15th-** \$500 Early Notification Incentive Deadline