

## Temporary Employment Agreement (1 year)

Contract Year: \_\_\_\_\_

I \_\_\_\_\_ understand that the position of \_\_\_\_\_ at \_\_\_\_\_ school/location is a temporary, one-year-only position due to either inadequate licensure or temporary funding. Please check the appropriate category below that describes why your assignment is temporary.

**Associate Licensure Status (ARL, APT, LOA)**

I understand that my position is a temporary assignment, one-year-only, as I am currently licensed/endorsed with an ARL, APT or LOA. Employees hired without adequate licensure for their assignment are underqualified and are authorized by the District as a temporary employee for the current contract year only (*DP311 - Evaluation for Licensed Personnel & DP316 NEG – Orderly Termination*). This form is required for all temporary assignments. Your signature below indicates that you understand that:

1. Your current assignment is a temporary assignment for the current school year only with no expectation of continued employment beyond the current contract year.
2. You are not eligible for the teacher transfer fair, teacher transfers or early resignation incentives. (*DP304- Teacher Transfers*)
3. Licensure is a condition of employment (*DP316 NEG – Orderly Termination*)
4. If available, this position will be advertised during the hiring window March-May. You may be eligible to re-apply for this or other positions within the District, provided you meet the following conditions.
  - a. Provide evidence of adequate progress toward licensure to your principal/director by February 1.
  - b. Participate in all required professional development courses and mentoring activities as provided and coordinated through the JSD Curriculum Department. [APT only]

**Grant-Funded Position (BTSALP, Specialist, etc.)**

As this assignment is funded by grant money and/or yearly allocated state/federal funding, this position is considered temporary for the current contract year only (*DP311 - Evaluation for Licensed Personnel & DP316 NEG – Orderly Termination*).

This form is required for all temporary assignments. Your signature below indicates that you understand that:

1. Your current assignment is a year-to-year position based on supervisor discretion for the current school year only with no expectation of continued employment beyond the current contract year. You are not guaranteed an equivalent position for the following school year regardless of the number of years you have been employed by Jordan School District.
2. Employees with a professional license and proper endorsements are welcome to attend the annual teacher transfer fair if at least one of the circumstances detailed in the Reduction in Licensed Staff policy, DP327–NEG apply (*i.e. declining enrollment, the discontinuance or substantial reduction of a particular service or program, the shortage of anticipated revenue, school consolidation, or other unforeseen circumstances*).

Teacher/Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Director Signature \_\_\_\_\_ Date \_\_\_\_\_

*Submit a copy of this form to Human Resources*

Received by HR: \_\_\_\_\_  
HR Admin \_\_\_\_\_ Date \_\_\_\_\_