

HR CONNECTIONS

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The Human Resource Department will be closed for the Thanksgiving Recess on Thursday, November 25th and Friday, November 26th. We will return to the office on Monday, November 29th.

Upcoming Events and Opportunities

LICENSE RENEWAL

Teachers and other educators whose license will expire on June 30, 2022, 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.

EARLY NOTIFICATION (Resignation or Retirement) LICENSED & ADMIN ONLY

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

December 15, 2021	\$500.00
January 15, 2022	\$300.00
February 15, 2022	\$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.

TEACHER TRANSFER FAIR — February 15, 2022 — 4:00-6:30 at Elk Ridge Middle School

The annual Teacher Transfer Fair is for current Jordan School District teachers 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!

Changes in Human Resources

Brittany Bauer—HR Licensing Specialist
Jane Olsen—HR Reporting & Data Analyst
Rebecca Eastman—HR Generalist

Tips for Helping Employees with Isolation Leave Request

- Have the memo (issued 8/19/21) in a PDF format for when you get emails/phone calls. <https://employment.jordandistrict.org/isolation-leave/>
- Remind the employees to enter their leave time (sick, annual, personal) in Skyward Employee Access as they are absent. The HR Generalist will change absences in Frontline and Skyward to Isolation Leave as appropriate.
- Once a positive test is received, the employee will receive an email from the HR Generalist prompting them to complete a Google Form.
- HR is NOT determining an appropriate return to work date- employees should consult with the Department of Health and/or the nurse assigned to their location.
- Administrative Assistants will receive an email requesting return dates on employees by Google Form. As employees return please complete the form from the HR Generalist.

Please refer additional questions and concerns by email to: jane.olsen@jordandistrict.org.