

# HR CONNECTIONS

April 2022 Volume 108

## APRIL SUBSTITUTE TEACHER BONUS BREAKDOWN

For April 2022, substitute teachers with NO CANCELLATIONS and who qualify as outlined below, will be paid a bonus on May 10th, 2022.

- 12 days worked= \$200
- 10 days worked= \$120
- 8 days worked= \$80
- 6 days worked= \$40

### SUBSTITUTE BONUS REMINDER

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

## FT BENEFITTED SUB REMINDER

When they are covering a classroom, *their assignment should be entered in Frontline.*

If no substitute is needed and the benefitted sub is working in another capacity you should enter in Frontline an absence under **Vacancy** and use Absence Reason "**Benefitted Sub , No Assignment Available.**"

If the benefitted sub is absent they should enter their absence using the appropriate leave in Skyward Employee Access.

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## SPECIAL CALENDARS ARE NOW AVAILABLE

Special Calendars are now posted on the HR Connections website: [employment.jordandistrict.org/HRConnections/](http://employment.jordandistrict.org/HRConnections/)

There will be additional information in an upcoming JAM, including instructions, recommendations and templates for setting up a special calendar with an educator.

As a reminder, the criteria for determining if an employee should have a special calendar completed and submitted to Human Resources are as follows:

- 187 Modified/207 Modified (Educator less than 1.00 FTE and working a schedule that is modified by hours per day or number of days per week. A .50 FTE working 8 hours every other day, for example).
- Multiple location employees- an employee split between two or more locations.
- Elementary educators with an approved Job Share agreement

If you have an employee you would like to review to determine if they may require a special calendar, you can contact the Human Resources Department for assistance.

Special calendar are an essential piece of the Human Resource processes that assists in ensuring appropriate contract pay, time entry, emergency protocols, and temporary employee tracking.

**Special Calendars are due to the Human Resources department completed and signed by May 6th, 2022.**

# EMPLOYMENT.JORDANDISTRICT.ORG

Over the next few months you will begin to see changes to various areas of the Human Resources Department website. We have already begun these adjustments with the Leave Benefits portion of the website to make sure all documentation is updated and contact information.

## MEET OUR NEW HR STAFF

We are officially fully staffed!

Amanda Pettingill, former Administrative Assistant from South Jordan Elementary, has joined our department filling in the HR Assistant position that will be covering the West Jordan feeder.

Now that we are fully staffed be on the lookout for an updated picture directory, which will be located on the HR Department website. We will notify you in an email or an upcoming edition of HR Connections.

## VACANCY REASON CLARIFICATION

As part of an audit of absences entered in Frontline's Absence Management the following clarification will help the entering of absences, specifically using the Vacancy Absence Code.

- **Benefitted Sub, No Assignment Available**- This code is reserved for full time benefitted subs when they do not have a classroom assignment and are completing other functions.
- **Inservice**- This absence reason is best suited for requesting a substitute to cover for PLCs, IEPs, and Professional Development days where a substitute would cover for multiple classrooms while educators are completing the aforementioned functions. The Notes to Administrator should include details regarding the absences (for example, multi grade PLCs)
- **Online Teacher Classroom Support**- Intended to be only used for special circumstances. Please consult with Human Resources for details.
- **Open Position**- This absence reason should only be used where there is a vacancy at your location. The Notes to Administrator needs to include the vacancy (1st grade) and/or the person who vacated the position (John Doe resigned from History position on 10/20/2022). This information helps us determine when substitutes are eligible for long term substitute pay increases or other exceptions.
- **Orientation**- available for one day prior to a substitute beginning a long term sub job. Two days are available when the long term job is at the beginning of the school year. The Notes to Administrator needs to include the name of the employee the substitute is shadowing. Additional Orientation days would have to be paid from a school budget, they will not be able to be paid from 0050.

Juli Martin or other members of the Human Resources Department may contact you for clarification if the Notes to Administrator are blank, incomplete, insufficient or incorrect. For questions regarding creating a vacancy please contact Juli Martin at 801-567-8219.

**Absences entered using the Create Vacancy process are difficult to adjust. They have to be deleted in order to change the Vacancy Reason Code. Your attention and efforts in using the correct Vacancy Reason Code will save time in the reconciliation and audit processes.**

## Upcoming Payroll Deadlines

April 1 2022 School Deadline  
April 16 2022 School Deadline

As a reminder reconciliation includes:

- Compare in and out times against the substitute sign in and out sheet.
- Ensure all substitutes at your location have been entered into Frontline and Skyward.
- Verify that the budget paying the substitute is correct, before the file is uploaded.
- The budget code listed in the Notes to Administrator should match Accounting Code listed.
- Confirm Friday substitutes worked the whole day with students and adjust Frontline from custom to full day.
- Remind Nutrition Managers to be entering substitute nutrition workers on a daily basis and reconciling weekly.
- **Third Party Reimbursement Requests should be completed every Monday.**

# FRONTLINE UPDATES AND REMINDERS

Please watch the Frontline Message Board for new tutorials and/or announcements. We will also highlight major changes, training opportunities, and information available in HR Connections.

## Isolation Leave

Isolation Leave is still available.

As a reminder, the employee enters all of their absences (using their own time) as they are absent.

A copy of the positive test results are emailed to Jane Olsen at [jane.olsen@jordandistrict.org](mailto:jane.olsen@jordandistrict.org).

An email will be sent to the employee, confirming receipt of the test results. A link for a Google form is contained in this email and needs the employee to complete the form, which can only be accessed with their Jordan District email address.

Once the form is completed, Jane Olsen will adjust all appropriate absences to reflect isolation leave. If an employee is absent in excess of 5 calendar days after the date of test, please have them send Jane Olsen a follow up email.

**Exposures and absences related to a negative test are not covered by Isolation Leave.**

Please direct any isolation leave questions to Jane Olsen at [jane.olsen@jordandistrict.org](mailto:jane.olsen@jordandistrict.org).

## Volunteer Fingerprinting

Volunteer fingerprinting is still by appointment only. Volunteers must make an appointment and have the completed and administrator signed volunteer form with them.

## JEM/JAM

Information released in JEM is also available on the Jordan School District website: [jem.jordandistrict.org](http://jem.jordandistrict.org)  
Many of us in Human Resources have this link bookmarked instead of searching our email for this information.

Please watch for upcoming information regarding absences for graduating interns and attending the graduation of near relatives. This information will be released in JEM and JAM.

## LET'S CONNECT

If you haven't followed, liked or connected with us on social media we would love to connect with you and your department or school. Make sure to share, like, and comment on our posts. We want to hear from you.



JORDAN SCHOOL DISTRICT  
HUMAN RESOURCES



## UPCOMING ON THE HR CALENDAR

- **April 15-April 25, 2022-** Memorial Day Lottery Window for ALL Employees
- **May 1, 2022-** Underqualified Educators may be hired on and after this date
- **May 6, 2022-** Special Calendars Due to Human Resources
- **June 30, 2022-** Isolation Leave benefit ends
- **July 1, 2022-** first day of the 2022-2023 contract year