



Human Resource

Staffing Procedures

January

- Resignations & Retirements
- Critical Needs/Hard to Fill
- January Hires
- HR Training



January

Resignation/Retirement

Please
Note!!

EARLY RESIGNATION INCENTIVE

- Educators that resign/retire ONLINE through EMPLOYEE ACCESS and give early notification will be eligible for a tiered incentive:
 - **December 15 - \$500**
 - **January 15 - \$300**
 - **February 15 - \$200**
 - Paid on their final paycheck
- Please let your faculty/staff know

RESIGNATION(S)

- **ALL** resignations must be submitted via EMPLOYEE ACCESS!!
 - Notification to the principal /director does NOT constitute adequate notification.
- Employees who fail to give at least **30 days** (60 for admin) notice will be fined **\$500**.
- This is in Crucial Policies
- DP318/319



January

Critical Needs/Hard to Fill Hiring

Determined by USBE Index of Criticality & JSD Priority

- Math
 - Science
 - Special Education
 - CTE (not Keyboarding)
 - Title I
 - Turnaround
 - Early Childhood
 - Speech Language Path.
 - Dual Immersion
 - Psychologists
 - Audiologists
- Must:
 - Have a resignation to post
 - Post for a minimum of 5 days
 - Interview multiple candidates including any Open Contract candidates
 - Complete background check



January

More about Critical Needs

- Critical need/hard to fill is NOT determined locally by individual school need.
- Critical needs positions may be placed higher on the salary schedule (DP309 NEG) by special request using the “Hard to Fill Request Form” found on AdminOnly.
- Official Transcripts and VOE must be received to determine eligibility.

JORDAN SCHOOL DISTRICT

Human Resources

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LICENSED SALARY PLACEMENT ADJUSTMENT
REQUEST
FOR HARD TO FILL POSITIONS

As per DP 309NEG –Salary Guidelines- Credit allowances will be determined by the Administrator of Human Resources. This form is a **REQUEST ONLY**. Assurances or promises of salary adjustment(s) should never be given to employees until **after** this form is approved.

Position: _____ Location: _____

To Be Completed by Principal/Program Director
Hard to fill positions may be approved for a higher salary, however placement must be approved by an HR Administrator. **Candidates will be placed on Lane 1 Step 1 until years of service have been verified and this request has been approved.** Credit cannot be given for years of service not previously earned.

How often has this position been advertised? (List days or times) _____
How many candidates were qualified for the position? _____
How many interviews were conducted? _____

If you have identified a specific candidate, please complete the following:
Candidate Name _____ Contact Number _____
Years of Service in Education: _____ Degree(s) earned: _____

Does the candidate have experience in a related field? If yes, explain including # of years: _____

Explain the reason for this adjusted salary placement request: _____

Principal/Director Signature: _____ Date: _____
Program Director Signature: _____ Date: _____
Cabinet Level Signature: _____ Date: _____

Salary Lane/Step Request
Salary Schedule _____
Lane _____
Step _____
For Consideration ONLY

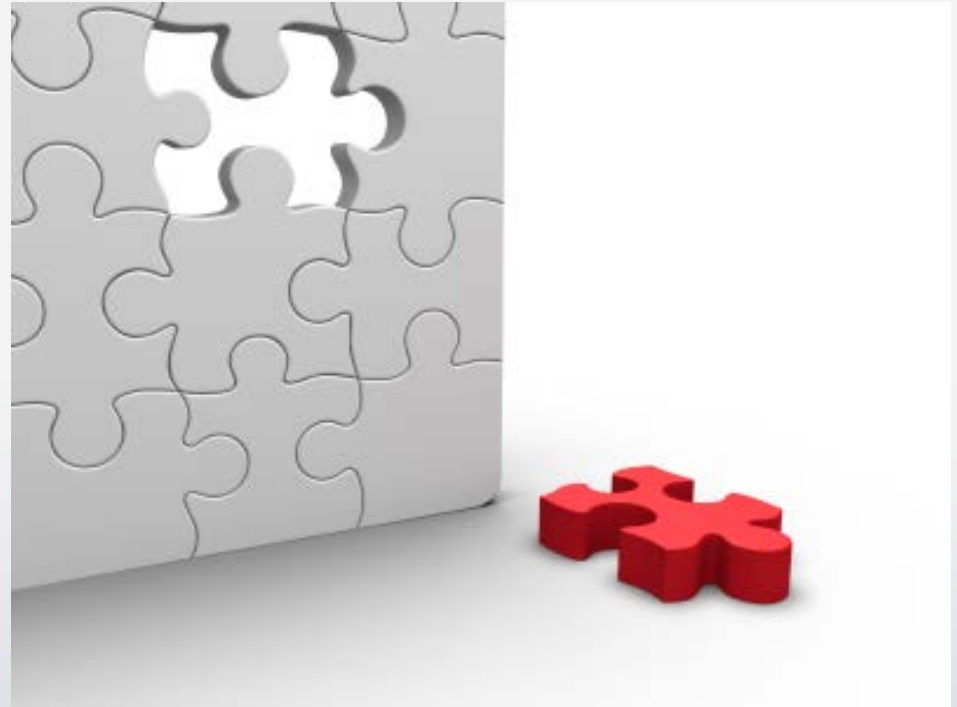
Completed by HR
Criteria used to declare position hard to fill. (Check all that apply)
1. Criticality Report (USOE/JSD Report) _____
2. Hiring data from previous or current year _____
3. Position has been advertised with few or no qualified applicants _____
4. Position advertised multiple times _____
5. Unique license required _____
6. Other (i.e.: USOE or District needs causing a unique high demand area) _____

HR Administrator Approval **APPROVED** ☐ **DENIED** ☐
Approved LANE & STEP (Pending employment verification(s)) **LANE:** _____ **STEP:** _____
HR Administrator Signature: _____ DATE: _____
Principal Contacted: _____ DATE: _____

January

January Hires

- If hired after Jan. 1 the position:
 - Is temporary – no expectation of continued employment
 - Are NOT eligible to transfer
 - MUST be re-posted
 - MUST be re-interviewed
- Please make sure your January hires know.



February

- Licensing
 - Expiring Licenses
- Non-Renewals & Extensions
- FTE v2.0
- Transfers
- Leaves



February

Licensing

- Expiring Licenses
 - Renewed or upgraded on or before June 30. Licensure IS a condition of employment.
 - Do not sign where it indicates “Superintendent or HR” for upgrade forms, but please initial next to each box for completion.
 - For renewals - the principal can sign the form after initialing each box.
 - Please remind your faculty to get this done ASAP.
 - Reminder letters will be sent.



February

Licensure Cont.

ALL “NEW HIRE’s” on a Temporary Agreement

- Do **NOT** need to be NON-Renewed.
- **MUST** post their position in March
- **MUST** re-interview (the entire process) for their positions.
- They may be re-hired after **May 1**, provided they have complied with all the conditions of the Temporary Employment Agreement.
- Schools will receive a list of teachers on a Temporary Employee Agreement in February.
- Use the **Temporary Employee Posting Notification on AdminOnly** (Hiring page, UQ section)



February

LOA & APT & ARL

- Letter of Authorization (LOA)
 - Only three (3) in a career
 - Are provisional
 - New Hires placed on an LOA for licensure will be placed on a Temporary Agreement (*out of state licenses are the exception, those having completed a teacher prep program*)

- Academic Pathway to Teaching (APT)
 - Up to each district to accept or not
 - All APT licensed employees are placed on a Temporary Agreement
- Alternate Route to Licensure (ARL)
 - Any new ARL hires are placed on a Temporary Agreement (2018-19 or later)



February

Non-Renewals & Extensions

- **Application Requests Due Feb 15**
- DP316 NEG – Orderly Termination
 - Provisional educators, as defined under District policy DP313- Provisional and Probationary Licensed Personnel, are not entitled to employment beyond the end of the term of the present contract, and may not reasonably expect continued employment in succeeding years. When the District determines not to issue a contract of employment to a currently employed provisional educator, the educator shall be notified in writing at least forty (40) **working** days prior to the end of the traditional school year.
- Non-Renewals and early resignation incentive.
- If the JPAS PDM meeting has not occurred by the March 1 deadline, the request to non-renew a status may be denied.
- Completing evaluations in a timely manner is CRITICAL!



Provisional Teachers

Non-Renewal

Jordan School District
Human Resources

7387 S. Campus View Drive • West Jordan, UT 84084
 PHONE: 801-567-4150 • FAX: 801-567-4056
 Julie LeMaster, Ph.D., Administrator, Human Resources
www.jordaned.org

Provisional Non-Renewal Deadline: February 27, 2017

Request for Provisional Non-Renewal

I am requesting that the following licensed employee's contract be discontinued at the end of this current contract year. (JPAS/ARL/Orderly/Dismissal/Procedures/Concerned) The documentation attached constitutes only suggestions and recommendations. These suggestions should not be construed as constituting any additional employee rights or imposing any additional obligations on the Jordan School District.

Principal's Signature _____ Date _____

Employee's Name: _____ School: _____

Employee's Status: JSD Employment Year ☐ 1 ☐ 2 ☐ 3 ☐ ARL ☐ ATP-Special Ed
 Employee's Track if Year Round _____

☐ **Submit Copy of JPAS Folder**
☐ JPAS Orientation Completion Date _____
☐ 1st Evaluation Completed _____ Date of Professional Development Meeting _____
☐ 2nd Evaluation Completed _____ Date of Professional Development Meeting _____
☐ Submit Mentor Teacher Contract _____ Name _____
☐ Date Assigned _____

☐ **Submit Copy of JPAS Feedback Reports (this year only)**
☐ Submit an employee signed Letter of Concern or Summary of Meeting – **REQUIRED**
☐ Submit Documentation for employee improvement (Check all that apply and attach documentation)
☐ Remediation strategies used – (i.e. JPAS Feedback Report Addendum, signed name, etc.)
☐ Resources & Plan for Improvement provided – (i.e. JPAS Plan for Improvement, signed name, assigned school name, etc.)
☐ Consulting Educator Request Form _____ Name _____
☐ or evidence of refusal _____ Date Assigned _____

☐ **Verify that Educator is not on probation** (Teachers on probation cannot be non-renewed because of due process procedures.)
☐ **Other Documentation if applicable** (e.g. Letter of Authorization, Negotiations, etc.)
☐ **Above items attached to coversheet and submitted to Administrator of Schools prior to the deadline – February 27, 2017.**

There is a legitimate non-discriminatory reason for this non-renewal.

Administrator of Schools: _____ Date: _____

Reviewed by: ☐ LeMaster ☐ Hamblin
☐ Provisional Status Non-Renewal Approved
☐ Provisional Status Non-Renewal Denied
 Provisional Status Non-Renewal letter sent to principal for teacher signature and distribution on: _____

• Concerns and Due Process

- A Non-Renewal meeting should **NEVER** be the first contact you have with a teacher about concerns.
- At LEAST 1 letter of concern w/ signatures and a date.
- Completed Form to HR – **Due on or before February 15, 2019.**
- After approvals - issue Non-Renewal to the employee **NO LATER than Feb 20th.**

- Provisional Non-Renewal Form

- <http://workatjordan.org/admin-only-non-renewal-provisional-status-extension/>



Provisional Teachers

Extension(s)

- DP313 – Provisional and Probationary Licensed Employees
 - The status of a Licensed Provisional Employee may be extended for up to five (5) years *in unusual or exceptional circumstances*, upon the written request of the principal to the respective Administrator of Schools for approval. A copy of this request shall be forwarded to the Administrator of Human Resources following a decision by the Administrator of Schools.
- Evaluations:
 - If the PDM meeting has not occurred by the **February 15, 2019** deadline, the request to extend a status may be denied.
 - Completing evaluations in a timely manner is **CRITICAL!**



Provisional Teachers

Provisional Extension

Human Resources

Request for Provisional Status Extension

Principal's Signature _____ **Date** _____

Employee's Name _____ **School** _____

Employee's Status: ☐ ASD Employment Year ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ 13 ☐ 14 ☐ 15 ☐ 16 ☐ 17 ☐ 18 ☐ 19 ☐ 20 ☐ 21 ☐ 22 ☐ 23 ☐ 24 ☐ 25 ☐ 26 ☐ 27 ☐ 28 ☐ 29 ☐ 30 ☐ 31 ☐ 32 ☐ 33 ☐ 34 ☐ 35 ☐ 36 ☐ 37 ☐ 38 ☐ 39 ☐ 40 ☐ 41 ☐ 42 ☐ 43 ☐ 44 ☐ 45 ☐ 46 ☐ 47 ☐ 48 ☐ 49 ☐ 50 ☐ 51 ☐ 52 ☐ 53 ☐ 54 ☐ 55 ☐ 56 ☐ 57 ☐ 58 ☐ 59 ☐ 60 ☐ 61 ☐ 62 ☐ 63 ☐ 64 ☐ 65 ☐ 66 ☐ 67 ☐ 68 ☐ 69 ☐ 70 ☐ 71 ☐ 72 ☐ 73 ☐ 74 ☐ 75 ☐ 76 ☐ 77 ☐ 78 ☐ 79 ☐ 80 ☐ 81 ☐ 82 ☐ 83 ☐ 84 ☐ 85 ☐ 86 ☐ 87 ☐ 88 ☐ 89 ☐ 90 ☐ 91 ☐ 92 ☐ 93 ☐ 94 ☐ 95 ☐ 96 ☐ 97 ☐ 98 ☐ 99 ☐ 100 ☐ 101 ☐ 102 ☐ 103 ☐ 104 ☐ 105 ☐ 106 ☐ 107 ☐ 108 ☐ 109 ☐ 110 ☐ 111 ☐ 112 ☐ 113 ☐ 114 ☐ 115 ☐ 116 ☐ 117 ☐ 118 ☐ 119 ☐ 120 ☐ 121 ☐ 122 ☐ 123 ☐ 124 ☐ 125 ☐ 126 ☐ 127 ☐ 128 ☐ 129 ☐ 130 ☐ 131 ☐ 132 ☐ 133 ☐ 134 ☐ 135 ☐ 136 ☐ 137 ☐ 138 ☐ 139 ☐ 140 ☐ 141 ☐ 142 ☐ 143 ☐ 144 ☐ 145 ☐ 146 ☐ 147 ☐ 148 ☐ 149 ☐ 150 ☐ 151 ☐ 152 ☐ 153 ☐ 154 ☐ 155 ☐ 156 ☐ 157 ☐ 158 ☐ 159 ☐ 160 ☐ 161 ☐ 162 ☐ 163 ☐ 164 ☐ 165 ☐ 166 ☐ 167 ☐ 168 ☐ 169 ☐ 170 ☐ 171 ☐ 172 ☐ 173 ☐ 174 ☐ 175 ☐ 176 ☐ 177 ☐ 178 ☐ 179 ☐ 180 ☐ 181 ☐ 182 ☐ 183 ☐ 184 ☐ 185 ☐ 186 ☐ 187 ☐ 188 ☐ 189 ☐ 190 ☐ 191 ☐ 192 ☐ 193 ☐ 194 ☐ 195 ☐ 196 ☐ 197 ☐ 198 ☐ 199 ☐ 200 ☐ 201 ☐ 202 ☐ 203 ☐ 204 ☐ 205 ☐ 206 ☐ 207 ☐ 208 ☐ 209 ☐ 210 ☐ 211 ☐ 212 ☐ 213 ☐ 214 ☐ 215 ☐ 216 ☐ 217 ☐ 218 ☐ 219 ☐ 220 ☐ 221 ☐ 222 ☐ 223 ☐ 224 ☐ 225 ☐ 226 ☐ 227 ☐ 228 ☐ 229 ☐ 230 ☐ 231 ☐ 232 ☐ 233 ☐ 234 ☐ 235 ☐ 236 ☐ 237 ☐ 238 ☐ 239 ☐ 240 ☐ 241 ☐ 242 ☐ 243 ☐ 244 ☐ 245 ☐ 246 ☐ 247 ☐ 248 ☐ 249 ☐ 250 ☐ 251 ☐ 252 ☐ 253 ☐ 254 ☐ 255 ☐ 256 ☐ 257 ☐ 258 ☐ 259 ☐ 260 ☐ 261 ☐ 262 ☐ 263 ☐ 264 ☐ 265 ☐ 266 ☐ 267 ☐ 268 ☐ 269 ☐ 270 ☐ 271 ☐ 272 ☐ 273 ☐ 274 ☐ 275 ☐ 276 ☐ 277 ☐ 278 ☐ 279 ☐ 280 ☐ 281 ☐ 282 ☐ 283 ☐ 284 ☐ 285 ☐ 286 ☐ 287 ☐ 288 ☐ 289 ☐ 290 ☐ 291 ☐ 292 ☐ 293 ☐ 294 ☐ 295 ☐ 296 ☐ 297 ☐ 298 ☐ 299 ☐ 300 ☐ 301 ☐ 302 ☐ 303 ☐ 304 ☐ 305 ☐ 306 ☐ 307 ☐ 308 ☐ 309 ☐ 310 ☐ 311 ☐ 312 ☐ 313 ☐ 314 ☐ 315 ☐ 316 ☐ 317 ☐ 318 ☐ 319 ☐ 320 ☐ 321 ☐ 322 ☐ 323 ☐ 324 ☐ 325 ☐ 326 ☐ 327 ☐ 328 ☐ 329 ☐ 330 ☐ 331 ☐ 332 ☐ 333 ☐ 334 ☐ 335 ☐ 336 ☐ 337 ☐ 338 ☐ 339 ☐ 340 ☐ 341 ☐ 342 ☐ 343 ☐ 344 ☐ 345 ☐ 346 ☐ 347 ☐ 348 ☐ 349 ☐ 350 ☐ 351 ☐ 352 ☐ 353 ☐ 354 ☐ 355 ☐ 356 ☐ 357 ☐ 358 ☐ 359 ☐ 360 ☐ 361 ☐ 362 ☐ 363 ☐ 364 ☐ 365 ☐ 366 ☐ 367 ☐ 368 ☐ 369 ☐ 370 ☐ 371 ☐ 372 ☐ 373 ☐ 374 ☐ 375 ☐ 376 ☐ 377 ☐ 378 ☐ 379 ☐ 380 ☐ 381 ☐ 382 ☐ 383 ☐ 384 ☐ 385 ☐ 386 ☐ 387 ☐ 388 ☐ 389 ☐ 390 ☐ 391 ☐ 392 ☐ 393 ☐ 394 ☐ 395 ☐ 396 ☐ 397 ☐ 398 ☐ 399 ☐ 400 ☐ 401 ☐ 402 ☐ 403 ☐ 404 ☐ 405 ☐ 406 ☐ 407 ☐ 408 ☐ 409 ☐ 410 ☐ 411 ☐ 412 ☐ 413 ☐ 414 ☐ 415 ☐ 416 ☐ 417 ☐ 418 ☐ 419 ☐ 420 ☐ 421 ☐ 422 ☐ 423 ☐ 424 ☐ 425 ☐ 426 ☐ 427 ☐ 428 ☐ 429 ☐ 430 ☐ 431 ☐ 432 ☐ 433 ☐ 434 ☐ 435 ☐ 436 ☐ 437 ☐ 438 ☐ 439 ☐ 440 ☐ 441 ☐ 442 ☐ 443 ☐ 444 ☐ 445 ☐ 446 ☐ 447 ☐ 448 ☐ 449 ☐ 450 ☐ 451 ☐ 452 ☐ 453 ☐ 454 ☐ 455 ☐ 456 ☐ 457 ☐ 458 ☐ 459 ☐ 460 ☐ 461 ☐ 462 ☐ 463 ☐ 464 ☐ 465 ☐ 466 ☐ 467 ☐ 468 ☐ 469 ☐ 470 ☐ 471 ☐ 472 ☐ 473 ☐ 474 ☐ 475 ☐ 476 ☐ 477 ☐ 478 ☐ 479 ☐ 480 ☐ 481 ☐ 482 ☐ 483 ☐ 484 ☐ 485 ☐ 486 ☐ 487 ☐ 488 ☐ 489 ☐ 490 ☐ 491 ☐ 492 ☐ 493 ☐ 494 ☐ 495 ☐ 496 ☐ 497 ☐ 498 ☐ 499 ☐ 500 ☐ 501 ☐ 502 ☐ 503 ☐ 504 ☐ 505 ☐ 506 ☐ 507 ☐ 508 ☐ 509 ☐ 510 ☐ 511 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678 ☐ 679 ☐ 680 ☐ 681 ☐ 682 ☐ 683 ☐ 684 ☐ 685 ☐ 686 ☐ 687 ☐ 688 ☐ 689 ☐ 690 ☐ 691 ☐ 692 ☐ 693 ☐ 694 ☐ 695 ☐ 696 ☐ 697 ☐ 698 ☐ 699 ☐ 700 ☐ 701 ☐ 702 ☐ 703 ☐ 704 ☐ 705 ☐ 706 ☐ 707 ☐ 708 ☐ 709 ☐ 710 ☐ 711 ☐ 712 ☐ 713 ☐ 714 ☐ 715 ☐ 716 ☐ 717 ☐ 718 ☐ 719 ☐ 720 ☐ 721 ☐ 722 ☐ 723 ☐ 724 ☐ 725 ☐ 726 ☐ 727 ☐ 728 ☐ 729 ☐ 730 ☐ 731 ☐ 732 ☐ 733 ☐ 734 ☐ 735 ☐ 736 ☐ 737 ☐ 738 ☐ 739 ☐ 740 ☐ 741 ☐ 742 ☐ 743 ☐ 744 ☐ 745 ☐ 746 ☐ 747 ☐ 748 ☐ 749 ☐ 750 ☐ 751 ☐ 752 ☐ 753 ☐ 754 ☐ 755 ☐ 756 ☐ 757 ☐ 758 ☐ 759 ☐ 760 ☐ 761 ☐ 762 ☐ 763 ☐ 764 ☐ 765 ☐ 766 ☐ 767 ☐ 768 ☐ 769 ☐ 770 ☐ 771 ☐ 772 ☐ 773 ☐ 774 ☐ 775 ☐ 776 ☐ 777 ☐ 778 ☐ 779 ☐ 780 ☐ 781 ☐ 782 ☐ 783 ☐ 784 ☐ 785 ☐ 786 ☐ 787 ☐ 788 ☐ 789 ☐ 790 ☐ 791 ☐ 792 ☐ 793 ☐ 794 ☐ 795 ☐ 796 ☐ 797 ☐ 798 ☐ 799 ☐ 800 ☐ 801 ☐ 802 ☐ 803 ☐ 804 ☐ 805 ☐ 806 ☐ 807 ☐ 808 ☐ 809 ☐ 810 ☐ 811 ☐ 812 ☐ 813 ☐ 814 ☐ 815 ☐ 816 ☐ 817 ☐ 818 ☐ 819 ☐ 820 ☐ 821 ☐ 822 ☐ 823 ☐ 824 ☐ 825 ☐ 826 ☐ 827 ☐ 828 ☐ 829 ☐ 830 ☐ 831 ☐ 832 ☐ 833 ☐ 834 ☐ 835 ☐ 836 ☐ 837 ☐ 838 ☐ 839 ☐ 840 ☐ 841 ☐ 842 ☐ 843 ☐ 844 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☐ 1010 ☐ 1011 ☐ 1012 ☐ 1013 ☐ 1014 ☐ 1015 ☐ 1016 ☐ 1017 ☐ 1018 ☐ 1019 ☐ 1020 ☐ 1021 ☐ 1022 ☐ 1023 ☐ 1024 ☐ 1025 ☐ 1026 ☐ 1027 ☐ 1028 ☐ 1029 ☐ 1030 ☐ 1031 ☐ 1032 ☐ 1033 ☐ 1034 ☐ 1035 ☐ 1036 ☐ 1037 ☐ 1038 ☐ 1039 ☐ 1040 ☐ 1041 ☐ 1042 ☐ 1043 ☐ 1044 ☐ 1045 ☐ 1046 ☐ 1047 ☐ 1048 ☐ 1049 ☐ 1050 ☐ 1051 ☐ 1052 ☐ 1053 ☐ 1054 ☐ 1055 ☐ 1056 ☐ 1057 ☐ 1058 ☐ 1059 ☐ 1060 ☐ 1061 ☐ 1062 ☐ 1063 ☐ 1064 ☐ 1065 ☐ 1066 ☐ 1067 ☐ 1068 ☐ 1069 ☐ 1070 ☐ 1071 ☐ 1072 ☐ 1073 ☐ 1074 ☐ 1075 ☐ 1076 ☐ 1077 ☐ 1078 ☐ 1079 ☐ 1080 ☐ 1081 ☐ 1082 ☐ 1083 ☐ 1084 ☐ 1085 ☐ 1086 ☐ 1087 ☐ 1088 ☐ 1089 ☐ 1090 ☐ 1091 ☐ 1092 ☐ 1093 ☐ 1094 ☐ 1095 ☐ 1096 ☐ 1097 ☐ 1098 ☐ 1099 ☐ 1100 ☐ 1101 ☐ 1102 ☐ 1103 ☐ 1104 ☐ 1105 ☐ 1106 ☐ 1107 ☐ 1108 ☐ 1109 ☐ 1110 ☐ 1111 ☐ 1112 ☐ 1113 ☐ 1114 ☐ 1115 ☐ 1116 ☐ 1117 ☐ 1118 ☐ 1119 ☐ 1120 ☐ 1121 ☐ 1122 ☐ 1123 ☐ 1124 ☐ 1125 ☐ 1126 ☐ 1127 ☐ 1128 ☐ 1129 ☐ 1130 ☐ 1131 ☐ 1132 ☐ 1133 ☐ 1134 ☐ 1135 ☐ 1136 ☐ 1137 ☐ 1138 ☐ 1139 ☐ 1140 ☐ 1141 ☐ 1142 ☐ 1143 ☐ 1144 ☐ 1145 ☐ 1146 ☐ 1147 ☐ 1148 ☐ 1149 ☐ 1150 ☐ 1151 ☐ 1152 ☐ 1153 ☐ 1154 ☐ 1155 ☐ 1156 ☐ 1157 ☐ 1158 ☐ 1159 ☐ 1160 ☐ 1161 ☐ 1162 ☐ 1163 ☐ 1164 ☐ 1165 ☐ 1166 ☐ 1167 ☐ 1168 ☐ 1169 ☐ 1170 ☐ 1171 ☐ 1172 ☐ 1173 ☐ 1174 ☐ 1175 ☐ 1176 ☐ 1177 ☐ 1178 ☐ 1179 ☐ 1180 ☐ 1181 ☐ 1182 ☐ 1183 ☐ 1184 ☐ 1185 ☐ 1186 ☐ 1187 ☐ 1188 ☐ 1189 ☐ 1190 ☐ 1191 ☐ 1192 ☐ 1193 ☐ 1194 ☐ 1195 ☐ 1196 ☐ 1197 ☐ 1198 ☐ 1199 ☐ 1200 ☐ 1201 ☐ 1202 ☐ 1203

February

FTE v. 2.0 Estimates

Approximately February 11,
2019

- 2.0 estimates are used to determine staffing for the fall.
- Please be CONSERVATIVE

Consider:

- Follow monthly enrollment closely to determine patterns
- 2.0 is not a “guarantee” it is an “estimate” only.



Transfers...

- Transfer Fair

- Encourage attendance – especially for those areas/departments that may be effected by declining enrollment/program reduction or elimination.
(New Schools)
- Find teachers to fill need
- January Hires and those on a Temporary Employment Agreement are temporary employees and must reapply (not eligible for transfer)
- DP304 NEG

Please let your teachers know and encourage attendance!!

2018-19 REVISED JORDAN DISTRICT TEACHER TRANSFER FAIRS

WHAT

JSD will host multiple teacher transfer fairs in anticipation of opening 4 new schools:

- 2 new elementary schools in Bluffdale & Herriman
- 1 new middle school in South Jordan
- 1 new high school in Herriman

Each school will be represented and available to receive resumes, conduct interviews and/or discuss possible openings for the 2019-20 school year.

WHY

Employee choice is valued. No pressure. Come explore your options.

WHO

Open to all current JSD teachers.
ID Badge is required. Bring resumes.

See DP304NEG-Teacher Transfers for more information

workatjordan.org

COME TO ONE OR
ALL OF THESE
EVENTS:

JANUARY 14, 2019

Elementary & Secondary

West Jordan High (gym)
8136 S. 2700 W.
West Jordan, UT 84088
12:00-6:00 p.m.

FEBRUARY 20, 2019

Elementary Only

Fort Herriman Middle (gym)
14058 S. Mirabella Drive
Herriman, UT 84096
4:30-6:30 p.m.

FEBRUARY 21, 2019

Secondary Only

Copper Hills High (Tech Atrium)
5445 W. New Bingham Hwy
West Jordan, UT 84081
4:00-6:00 p.m.

MARCH 28, 2019

Elementary & Secondary

Riverton High (gym)
12476 S. Silverwolf Way
Riverton, UT 84065
4:30-6:00 p.m.



Transfers DP304NEG – Teacher Transfers

- Beginning January 7, 2019 licensed employees may complete the Teacher Transfer Request form within the Task Manager of Skyward Employee Access. Submitted forms serve as both a way to formally express interest in transferring as well as an application for positions for which you are qualified.
- Principals will receive a weekly **Skyward Transfer Request report** that contains the names and information of all the educators who have expressed interest in transferring.
- Their name on this report is their application for all positions at your school for which they are qualified.
- Check their evaluation scores & reason (RIS)



Teacher Transfer Approval Request

- Prior to hiring a transfer, reference checks must be completed.
- To Hire a Transfer from the Transfer Fair:
 - Interview Candidate
 - Complete References
 - Complete Teacher Transfer Approval Request
 - Notify current principal of pending offer
 - Offer the job to the candidate
 - Complete the transfer hire form in Skyward
- **Transfer Request Approvals must be submitted by February 28**

Beginning March 1 positions not filled by the Transfer Fair will follow normal procedures.

Jordan School District

Human Resources

7387 S. Campus View Drive • West Jordan, UT 84084
PHONE: 801-567-8150 • FAX: 801-567-8056
www.jordandistrict.org
June LeMaster, Ph.D., Administrator, Human Resources

Teacher Transfer Approval Request

To Be Completed by School Administration:

- Submission Date**
Date of Transfer Request: _____ (must be before March 3)
- Employee Information**
Name: _____
Current Position: School _____ Grade/Subject _____
New Position: School _____ Grade/Subject _____
- Check References**
Have you contacted the principal for a reference? Yes ☐ No ☐
- Nepotism**
Is this person related to anyone at your school? Yes ☐ No ☐

Procedures:

Submit for Approval

- ✓ Submit to this form to jewhite@jordandistrict.org
- ✓ Please allow 24 hours for HR to review, verify and respond to your request

Final Steps

- ✓ Offer the position
- ✓ After they accept the position – submit the Licensed Change Form in Skyward
- ✓ Notify current principal of offer and acceptance

To Be Completed by HR:

Processed by: Jill ☐ Stacy ☐

- Is this teacher currently on a Temporary Agreement? Yes ☐ No ☐
- Is this teacher a January Hire or Intern? Yes ☐ No ☐

Comments: _____

Transfer Approved by HR Admin: Yes ☐ No ☐

Date Licensed Change Form Received: _____

January 2019

Leaves and Resignations

Leave of Absence (LOA), Sabbatical, Educational, Military

- DP332 NEG – Educational
 - By Feb. 1 to HR forwarded to LPIC
- DP333 NEG – Sabbatical
 - By Feb. 1 to LPIC
- DP334 – Military
 - Upon Orders
- DP336 NEG – Leave of Absence
 - Requests given at least 30 days prior to date of anticipated leave. Good for 1 contract year only.
- Returning sabbatical employees are placed in the same position at the same school



Reduction in Staff

Guidelines & Policy

DP327 NEG

- Declining enrollment, reduction or loss of a service or program, shortage of revenue, school consolidation, may require a RIS
- If RIS is necessary – consider:
 - Program and staffing needs of the school
 - Employee performance evaluation
- We do not place RIS
- Employee must engage in the Teacher Transfer process and interview at schools.
- Check weekly Skyward Report - RIS & Highly Effective JPAS teachers must be guaranteed an interview



- RIS

- Complete “Reduction-In-Staff: Licensed Employees” form
 - Rubric Criteria can be found in the "**Reduction in Staff Guidelines**" link within the policy DP327
- ## Job-Shares
- Not automatically a RIS

Revised December 2014

March

General Hiring & Recruiting

- General Hiring begins March 1
- We are required to be consistent in our hiring practices and procedures.
- Electronic Submissions ONLY – faxing or “phone” authorizations are not given.
- Send in .pdf or Excel (.xlsx)(.xls) format **ONLY**.
- **NEW for 2019-20** - must interview **3** transfer candidates if available (see weekly Skyward Transfer report)



The Hiring Process

In General....

- Refrain from
 - Discussions regarding salary – it is online. Anything more specific than that they should contact HR.
 - **Prospective Employee Salary Estimate Form in salary section of workatjordan.org**
 - Insurance, payroll, other HR questions should all be directed to the department.
 - Work Experience – please do NOT say if something counts. Please refer to HR. College/University work experience does not count toward preK-12 experience.
 - Education questions should be referred to HR.



The Hiring Process Cont...

Position Opening

- Complete the “Position Advertisement – Licensed” Form (fillable pdf) on AdminOnly & HR Connections
- ALL positions must be individually posted. NO “general or generic” postings.
- Send **completed** form **via e-mail** to HR
 - newhire@jordandistrict.org

REQUIRED!!

Human Resources
POSITION ADVERTISEMENT – LICENSED

Position Advertisements will be posted when 1) the position is new to your school/location or 2) an Online Resignation has been submitted by the employee, or 3) a Principal/Director Notice of Resignation form has been submitted. Send this form to HR via e-mail: newhire@jordandistrict.org.

☐ New Position *All new district positions require signature from Superintendent or Deputy Superintendent or his/her designee.
*Superintendent/Deputy Superintendent: _____ Date: _____

☐ Enrollment Growth

☐ Existing Position: Replaces: _____ Reason: ☐ Resignation(date)
☐ Transfer
☐ Non-Renewal
☐ Other: _____

Is this a temporary or year-to-year contract? ☐ Yes ☐ No

Position Available/Job Title: _____

School/Location: _____ Position Start Date: ☐ Immediately
☐ Upcoming School Year
☐ On (date) _____

FTE: ☐ Full Time ☐ Part-Time ☐ Other: _____

Funding Source: ☐ 0050 ☐ Title 1 ☐ Other: _____

Grade(s): _____ Track: ☐ A ☐ B ☐ C ☐ D ☐ Extended

Subject: _____ ☐ Dual Language

Required licensure: ☐ Secondary ☐ Elementary ☐ CTE ☐ Special Ed. ☐ ECE ☐ Other _____

Endorsement(s) required: (Math III, Bio. Sci., Mild/Moderate, ECE, G/T, Etc.)

Specific needs/ requirements regarding the position:

Other information pertinent to the position:

Would you like this position advertised? (Newspaper(s), Monster.com, etc.) ☐ Yes ☐ No

Please indicate the account code from your location to be used for this advertisement. Approximately \$325

FUND	LOCATION	YEAR	PROGRAM	FUNCTION	OBJECT	FTE	AMOUNT

Principal/Director Approval: _____ Date: _____
Typing your name above will serve as your electronic signature approving the posting of this position.

HR USE ONLY	
Rec'd on: _____	Resignation Verification <input type="checkbox"/> Yes <input type="checkbox"/> No
Posting Date: _____	Current Job Description
Posted By: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Closing Date: _____	

Revised October 2014

The Hiring Process Cont...

Position Advertisement(s)

- HR Verifies the position advertisement – online **resignation***
- **NO RESIGNATION NO POSTING** unless authorized by the Business Administrator
- HR posts on Teachers-Teachers.com
- Position advertised for 5 business days before a hire may occur.
- Candidate must complete teachers-teachers application **PRIOR** to Authorization to Hire.
- Interview **3 Transfer candidates** between March 1 & 10 days before New Teacher Induction
- Incomplete paperwork will be returned to the school **BEFORE** any approvals.



The Hiring Process Cont...

Candidate Selection

- Teachers-Teachers.com
 - Check that each candidate you interview has completed their application on teachers-teachers
 - Prior to an invitation for an interview DOUBLE CHECK the candidates application and ensure that there are NO issues with their background questions. Candidates with background and/or UPPAC issues must get them cleared up.
 - Please double-check the nepotism questions – if they have a relative at your location they may not work at your location without Cabinet approval prior to offer



The Hiring Process Cont...

Candidate Selection


- Candidate screened/chosen from Teachers-Teachers.com
- Candidate Interviews
- Use interview rubric, scoring guide, and reference check that are found on AdminOnly (**Hiring Resources**)
- Complete and send forms via email to: newhire@jordandistrict.org



The Hiring Process Cont...

Candidate Selection

LICENSED INTERVIEW RUBRIC FORM

Human Resources 

Use this RUBRIC to score questions asked in the interview. Interview scores should then be entered into the spaces below.

0 = Does not clearly communicate or provide examples or shows inadequate knowledge
 1 = Expresses a broad idea but lacks specific basic knowledge
 2 = Gives clear examples. Answers questions fully.
 3 = Provides examples of application of knowledge to teaching. Answers indicate a strong pedagogy.

School/Depart.: _____ Administrator Conducting Interviews: _____
 Position: _____


Interview Date	Transfer Teacher?	First	Last	Phone	Current License	Endorsed for this subject area	Background Check OK	Current Position or Duties	List Interview Team Member Name(s)										Score Total				
									Name	Score	Name	Score	Name	Score	Name	Score	Name	Score	Name	Score	Avg.	Rank	
4-Jan-15	no	Sample	Sample	801-557-8355	yes	no	yes	Toddler	Score	20	Score	19	Score	20	Score	24	Score	20	Score	20	Score	147	21
																					0	0	
																						0	0
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																						0	0
																						0	0
																						0	0
																						0	0
																						0	0
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																						0	0
																						0	0

Record each of the approved questions asked in the interview:

JORDAN SCHOOL DISTRICT is an equal opportunity employer. Applicants are considered on the basis of employment qualifications without regard to race, color, racial affiliation, religion, sex, sexual preference, national origin, age, marital status, medical condition, or disability.

Tutorial
<http://youtu.be/BTuBZjgUEI0?hd=1>
 E-mail to:
newhire@jordandistrict.org


Revised Dec: Dec 2015

- On AdminOnly - Fillable Excel Workbook (.xls or .xlsx)
 - **ONLY the NEW form will be accepted. (AdminOnly)**
 - Make sure you list your questions – do it once, save it, use over and over.
 - If you have other questions – send to HR for review and add to approved questions list.
- 
- A small, blue and white globe on a silver stand, sitting on a white desk. The globe shows the Americas. The desk is white and has a small, white, rectangular object on it.



The Hiring Process Cont...

Candidate Selection cont...

Human Resources 

INTERVIEW SUMMARY

Adhere to the following guidelines:
All hiring must be approved by the Human Resources Department
Follow all hiring processes
Schools must interview at least 2 transfer candidates between April 1 and June 1

School/Department: _____ Position: _____

Yellow boxes automatically populate with information from page 1.

Evaluation summary: Rate 1-3 with the following Scale: 1= Below Average 2= Average 3= Above Average
Leave blank if not applicable

First Name	Last Name	Average Interview Score	Experience	Resume	Teaching Demo	Evaluations	School Need	Other	Total Rating	Total	Comments
Sample	Sample	21	3	2	3	3	1	3	15	36	
		0							0	0	
		0							0	0	
		0							0	0	
		0							0	0	
		0							0	0	
		0							0	0	
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		0							0	0	
		0							0	0	
		0							0	0	
		0							0	0	
		0							0	0	
		0							0	0	

Candidate Recommended by the Interview Team: _____

Reason for Recommendation: _____

Principal's Signature/Acknowledgement: _____

JORDAN SCHOOL DISTRICT is an equal opportunity employer. Applicants are considered on the basis of employment qualifications without regard to race, color, political affiliation, religion, sex, national origin, age, marital status, medical condition or disability.

- Interview summary worksheet – fillable and auto-populates from page 1
- Between March 1 and 10 days before NTI at least 3 transfer candidates must be interviewed if there are any for that grade/subject.
- (See weekly Skyward Transfer Report)



Typing your name is your electronic signature/approval when sent by your District E-mail.

The Hiring Process Cont...

Candidate Selection cont...

LICENSED REFERENCE CHECK

Applicant Name: Position:

School/Department:

Suggested Reference Check Questions:

- Did this candidate function better working alone or as part of a team?
- What if anything, distinguishes this person from others who do the same type of job?
- Would you enthusiastically recommend this person? Please explain.
- How would you compare this candidate's work habits with others?
- What are the strengths and weaknesses of this candidate?
- Have you personally observed this candidate in the classroom? If yes, what did you observe?

<p>Principal/Director Contacted: <input type="text"/></p> <p>Organization/District: <input type="text"/></p> <p>Contact made by: <input type="text"/></p>	<p>REQUIRED</p> <p>Immediate Supervisor: <u>Type yes or No</u></p> <p>Start Date: <input type="text"/> End Date: <input type="text"/></p> <p>Date of Contact: <input type="text"/></p>
--	---

Specific Questions that MUST be asked to the Principal/Director/Immediate Supervisor. NOT OPTIONAL:

1. Has any action or discipline been imposed against this employee regarding the physical or sexual abuse of a child or student?

2. Would you re-hire this candidate? Are they eligible for re-hire?

Comments:

Individual Contacted: **Relationship to Applicant:**

Organization/District: **Start Date:** **End Date:**

Contact made by: **Date of Contact:**

Comments:

Individual Contacted: **Relationship to Applicant:**

Organization/District: **Start Date:** **End Date:**

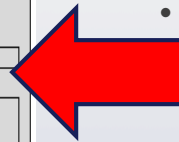
Contact made by: **Date of Contact:**

Comments:

Complete these forms and save a copy as a spreadsheet for your records prior to sending to newhire@jordandistrict.org

JORDAN SCHOOL DISTRICT is an equal opportunity employer. Applicants are considered on the basis of employment qualifications without regard to race, color, political affiliation, religion, sex, gender preference, national origin, age, marital status, medical condition or disability.


- The BIG change...
 - A reference check needs a principal/director contact. It is not enough to just contact an immediate supervisor.
 - Must complete this section. NO Candidate will be approved without this.**



The Hiring Process Cont...

Candidate Selection Cont...

[illegible]



Human Resources

INTERVIEW SUMMARY

Adhere to the following guidelines:

All hiring must be approved by the Human Resources Department
 Follow all hiring processes
 Schools must interview at least 2 transfer candidates between April 1 and June 1

School/Employee		Position										
Yellow boxes automatically populate with information from page 1.												
Evaluation summary: Rate 1-5 with the following scale: 1= Below Average 2= Average 3= Above Average 4= Excellent 5= Outstanding												
First Name	Last Name	Elementary	Middle	High School	Transfer	New Hire	Other	Total				Comments
Sample	Sample	21	3	2	3	3	1	3	15	36		
○	○	○	○	○	○	○	○	○	○	○		
○	○	○	○	○	○	○	○	○	○	○		
○	○	○	○	○	○	○	○	○	○	○		
○	○	○	○	○	○	○	○	○	○	○		
○	○	○	○	○	○	○	○	○	○	○		
○	○	○	○	○	○	○	○	○	○	○		
○	○	○	○	○	○	○	○	○	○	○		
○	○	○	○	○	○	○	○	○	○	○		
○	○	○	○	○	○	○	○	○	○	○		
○	○	○	○	○	○	○	○	○	○	○		
○	○	○	○	○	○	○	○	○	○	○		
○	○	○	○	○	○	○	○	○	○	○		
○	○	○	○	○	○	○	○	○	○	○		
○	○	○	○	○	○	○	○	○	○	○		
○	○	○	○	○	○	○	○	○	○	○		
○	○	○	○	○	○	○	○	○	○	○		
○	○	○	○	○	○	○	○	○	○	○		
○	○	○	○	○	○	○	○	○	○	○		
○	○	○	○	○	○	○	○	○	○	○		
○	○	○	○	○	○	○	○	○	○	○		
○	○	○	○	○	○	○	○	○	○	○		
○	○	○	○									

LICENSED REFERENCE CHECK

Applicant Name: _____ Position: _____

School/Department: _____

Suggested Reference Check Questions

1. Did the candidate function better working alone or as part of a team?

2. What if anything, distinguishes this person from others who do the same type of job?

3. How well intellectually, academically or technically? Please explain.

4. How would you compare this candidate's work habits with others?

5. What are the strengths and weaknesses of this candidate?

6. Have you previously discussed this candidate in this document? If yes, what did you discuss?

Individual Contract _____ **RECURRING** _____

Organization/Client _____ **Recurring Customer?** _____ **Year first or last** _____

Contract made by _____ Start Date _____ End Date _____

Specific Question that MUST be asked to the Principal/Principal/Alternate Supervisor: NOT OFFERED

1. What is your employee's last record action for employment in the Principal/Principal/Alternate Supervisor's position? _____ **Has 120 or 360** _____ **Has 120 or 360** _____

Comments: _____

Individual Contract: _____ Start/End Date: _____

Organization/Client: _____ Start Date: _____ End Date: _____

Contract made by _____ Date of Contract: _____

Comments: _____

Individual Contract: _____ Start/End Date: _____

Organization/Client: _____ Start Date: _____ End Date: _____

Contract made by _____ Date of Contract: _____

Comments: _____

Complete these forms and email to JCSA@JCSA.net for your records only. In coming to Kentucky's Department of Education.

JCSA SCHOOL DISTRICT is an equal opportunity employer. Applicants are considered on the basis of the educational qualifications without regard to race, color, sex, religion, age, gender, preference, national origin, age, sex, marital status, employment classification or disability.

- Fill out 1st – don't forget to list the questions
- All yellow auto-populates – don't forget to type your name in
- Get principal/director reference & ask Questions in red

All three forms are found in the same Workbook on AdminOnly. Send via e-mail to newhire@jordandistrict.org



Candidate Clearance

- Send Interview Workbook (including reference checks) to newhire@jordandistrict.org – this gives an electronic time stamp.
- Once it is received HR will:
 - Check Skyward, CACTUS, Teachers-Teachers.com for background, license info, completed application, nepotism, etc...
- HR Administrator will give clearance to school to offer employment.
 - This will:
 - Ensure procedures and safeguards are followed
 - Provide electronic access rather than trying to get someone on the phone
 - Electronically time stamp each document



Candidate Approvals

Just for your information....

This is the form that us used in HR to authorize a new hire.

This form is to re-check and ensure that each candidate is in good standing. We verify....

Position Advertisement
Teachers-Teachers.com
Skyward
CACTUS
Interview information

Jordan School District Human Resources

7387 S. Campus View Drive • West Jordan, UT 84084
PHONE: 801-567-8150 • FAX: 801-567-8056
www.jordanschool.org
June LeMaster, Ph.D., Administrator, Human Resources

LICENSED - NEW HIRE APPROVAL WORKSHEET

Name: _____ Date: _____
Location: _____
Position: _____
Processed by: ☐ Jill ☐ Stacy

Position Advertisement

☐ Resignation (Replaces _____)
☐ Transfer (Replaces _____)
☐ Advertisement verified for accuracy
Posted on: _____
Days posted: _____
Total Applicants: _____

Teachers-Teachers

☐ Application complete
☐ Background Questions OK
☐ Licensure Questions OK
☐ Nepotism OK

Verification

☐ Resignation Verified/Rec'd
☐ Employee Access
☐ Principal/Director Notice of Resignation
☐ New position - Does Not Apply
☐ CACTUS Background OK (Other District: _____)
☐ SKYWARD OK
☐ License Status
☐ Current License ☐ ARL/ATP
☐ LOA Required ☐ Out of State
☐ APT ☐ Expired/Return to License
Other: _____

Interview Information

☐ Interview Rubric complete
(includes scores, background, License, & Questions used)
☐ Reference Check
☐ Principal/Director contacted
☐ Child Abuse question documented
☐ Re-hire eligibility documented
☐ Two (2) or more other references contacted

HR Administrator ONLY

☐ Position Ad - OK ☐ Critical Need
☐ Teachers-Teachers OK ☐ License Issue
☐ Verification OK
☐ Interview OK

Hire Approved ☐ Yes ☐ No Reason: _____ Date: _____

Notes: _____

Revised September 2016

The Hiring Process Cont...

Hiring the Candidate

- After clearance is given...
 - School offers the position
 - When candidate accepts
 1. School completes New Hire form online (Skyward)
 2. School marks candidate as “hired” in Teachers-Teachers or lets Stacy/Jill know they accepted.
 - Onboarding appointment scheduled
- **Do not offer a job prior to receiving clearance for hire.**
 - If they are from outside the district HR will call the previous district
 - We have access to information you do not have
- Always let those who were not selected know they did not get the job. Send letter or call w/ regrets.
- Candidate sent e-mail to complete New Hire Forms – these are to be completed PRIOR to Onboarding
- New Hire brings necessary paperwork to Onboarding appointment in HR
- After Onboarding appointment – The candidate is officially hired.
- The school will be notified when the hire is “official”



May

Job Shares

- Written plans for **Job Shares** must be submitted and approved by the Principal and Area Administrator before each new year.
- Job share teachers have no expectation of continued employment.
- **DUE May 14**
- Be careful w/ trade time
- They must complete a custom calendar with HR
- Please be aware of the policy.



•Critical Dates


Questions?

Julie Brown – Special Ed. 567.8200
 Brent Burge – Classified 567.8224
 Nick Hansen – Licensed 567.8215
 Stacy Krahenbuhl – Elementary 567.8221
 Jill Lisonbee – Secondary 567.8227

CRITICAL DATES 2018-19

FTE Enrollment/Staffing	1 st /14 th Day of School October 1 January 2	<ul style="list-style-type: none"> 1st and 14th day enrollment counts. FTE Audits begin in September
HR Trainings	October 25 January 10 February 14	<ul style="list-style-type: none"> Valuing Diversity RIS, Non-Renewal, & Employee Discipline Effective Hiring Practices
Educator Licensing & Letters of Authorization	November 5 January 14 March 11 April 22	<ul style="list-style-type: none"> Educators receive five (5) notifications regarding license expiration. (4x by HR, 1x by USOE) Educators with an LOA are required to show their supervisor adequate progress by Feb. 1 to facilitate staffing decisions. The April 4th Expiring License letter requires a supervisor and educator signature.
January Hires	January 2	<ul style="list-style-type: none"> January hires are Temporary Employees Title I & Critical Needs hiring for "true openings" (must have resignation on file)
Provisional Non-Renewals & Status Extensions	February 11	<ul style="list-style-type: none"> Requests are submitted to your Administrator of Schools. Teachers notified on or before Feb 19
FTE v.2.0 Projections	Approximately February 11	<ul style="list-style-type: none"> Use 2.0 projections to determine staffing need(s).
Elementary Teacher Transfer Fair February 20, 2019 Secondary Teacher Transfer Fair February 21, 2019	February 20 & 21 Transfer Fair Window Feb. 20 – Feb. 28	<p><u>Elementary Transfer Fair</u> @ Fort Herriman 4:30-6:00pm. <u>Secondary Transfer Fair</u> @ Copper Hills 4:00-5:30pm.</p> <ul style="list-style-type: none"> For current JSD employees The following are not eligible for transfers: Interns, Jan. Hires, and Temp. Employment Agreements. Feb 1 – Transfer requests open in Employee Access
Reduction in Staff (RIS)	March 1	<ul style="list-style-type: none"> Requests are submitted to your Administrator of Schools DP327-NEG Reduction in Licensed Staff
Position Advertisements for 2019-20	March 1	<ul style="list-style-type: none"> For all positions not filled at Transfer Fair Temporary Employees' (Interns, Jan. Hires, Underqualified) positions are considered "open" and MUST be re-posted, after Mar 1. The employee must reapply for their position. They are not eligible for transfer.
General Hiring for 2019-20	March 8	<ul style="list-style-type: none"> All hiring documents on AdminOnly & sent via newhire@jdsd.org Underqualified candidates can be hired on May 1
Teacher Transfers for 2019-20	Transfer Window March 1 - June 1	<ul style="list-style-type: none"> From March 1-June 1 at least 2 transfer candidates must be interviewed (if available) for open positions at the school. Positions must be posted 5 days. The transfer window closes June 1
Job Share Proposals for 2019-20	May 14	<ul style="list-style-type: none"> Submit to your Administrator of Schools
FTE Staff Reports for 2019-20	June 14	<ul style="list-style-type: none"> Submit to Planning and Student Services (Travis)
Early Resignation Incentive		<ul style="list-style-type: none"> \$500 on/before December 15 \$300 on/before January 15 \$200 on/before February 15

Employee Contract Change Request

Jordan School District
Human Resources 
EMPLOYEE CONTRACT CHANGE REQUEST

Name: _____ Date: _____
School: _____ Position: _____

This form constitutes a request by the employee to adjust their current contract. It is recommended that teachers attend the annual **TEACHER TRANSFER FAIR** to seek teaching opportunities that best fit their needs. The submission of this form does not constitute a change in contract until approved by the school principal. Decisions for contract changes are made by the school principal based upon school need.

Check one of the following three (3) options and submit to your principal for consideration.

☐ I request to change my contract from a half time contract to a full time contract.
☐ I request to change my contract from a full time contract to a half time contract.
☐ I request to change my contract to an hourly position from a full time or part time contract.
(Requires formal resignation)

☐ At the semester beginning (date) _____
☐ Beginning of the next contract year (date) _____

Employee Signature _____ Date _____

AUTHORIZATION OF PRINCIPAL

☐ Approved
☐ Not approved- Cannot accommodate this request

Notes: _____

Principal Signature _____ Date _____

HR ONLY

Received on: _____
HR Admin: _____
Approved: ☐
Not Approved: ☐

NOTE: Provide a copy of the completed form to the requestor AND forward to Human Resources for processing

8/2014

- Formal request by teacher to change the status of their contract

- Full to part-time
- Part-time to full-time
- Full-time/part-time to hourly

Online @ AdminOnly

