

2022-23 HR Training



Recruiting & Hiring



Identifying Openings for 2023-24



Retirements/Resignations

Early Notification Incentives

Dec 15th- \$500

Jan 15th-\$300

Feb 15th- \$200

See DP321 for details.



****Notices should be submitted electronically in Skyward****



Non-Renewals

Feb 1-10 Recommended

March 31 Drop Dead Date



Underqualified (UQs),

1 Year Agreements

and Post January Hires

Feb 1-24



Enrollment

From FTE V2.0

Anticipated Feb 6-8

****Schools with anticipated RIS will be invited to individual meetings****

Golden Rule of HR:

- Document
- Document
- Document
-Document

Provisional Non-Renewal/Extension



DECEMBER

- At least the first JPAS should be completed
- At least 1 Letter of Concern/Written Warning with signatures and dates
- Plan for Improvement



JANUARY

- A 2nd JPAS should be completed during January

The sooner you complete and have these approved... the sooner you can notify teachers.



FEBRUARY

- Feb 1st-Request for Provisional Non-Renewal/Extension is open.

MARCH

- March 31st-Last Day for Provisional Non-Renewal/Extension

A Non-Renewal/Extension meeting should NEVER be the first contact you have with a teacher about concerns.

Non-Renewal/Provisional Extension Form

We have **COMBINED** this form!

Jordan School District
Human Resources

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

Request for Provisional Status Non-Renewal OR Extension

I am requesting that the following licensed employee's provisional status be extended for one (1) contract year. (I, The documentation attached constitutes only suggestions and recommendations. These suggestions should not be construed as instituting any additional employee rights or imposing any additional obligations on the Jordan School District.

☐ Non-Renewal (DP316 NEG- Orderly Termination Procedures- Licensed) ☐ Provisional Status Extension (DP313 NEG – Provisional and Probationary Licensed Personnel)

Principal's Signature: _____ Date: _____

Employee's Name: _____ School: _____

Employee's Licensure Status: ☐ Professional ☐ Associate ☐ LEA Specific

SD Employment Year: ☐ 1 ☐ 2 ☐ 3

(Previously Extended Educators) ☐ 4 ☐ 5

☐ Submit Copy of JPAS Evidence/Artifacts

☐ JPAS Orientation Completion Date: _____

☐ 1st Evaluation Completed Date of Professional Development Meeting: _____

☐ 2nd Evaluation Completed Date of Professional Development Meeting: _____

☐ Submit Mentor Teacher Contract Date Assigned: _____

☐ OR, Instructional Coach Assignment Name: _____

☐ 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)

<https://employment.jordandistrict.org/hr-resource-provisional-non-renewal-extension/>

Associate, LEA-Specific Progress Report Form

Feb 1 -Principal will receive form from HR
Feb 17 - Principals forward forms to AOS for approval

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UNDER-QUALIFIED EDUCATOR EMPLOYMENT STATUS

Employee Name: Jane Doe		Current School Year: 2022-2023			
School: Jordan School District		Position: Math			
Licensure Expiration: 6/30/2023		Program Progress: 50% as of: 2/1/2023			
		Prior Year Progress: 20%			
Pedagogy (out of 5):	5	Content:	Not Complete	Competencies:	Complete
JPAS Evaluations:	Complete	Observations (out of 2):	0	PPAT:	Not Registered
Notes:					

The above under-qualified educator is on a temporary, one-year agreement for the 2022-2023 school year. The position this educator currently occupies will be automatically posted on Frontline as available for the 2023-2024 school year on March 1st. Please confirm the availability of this position at your school location for the 2023-2024 school year.

Will the above position be available for the 2022-2023 school year?
Check one of the following options and submit to your Administrator of Schools for consideration **by February 15, 2023**.

Option 1:

☐ Yes, I would like to rehire the above under-qualified educator in this position. **Administrator of Schools approval required.** See my justification below:

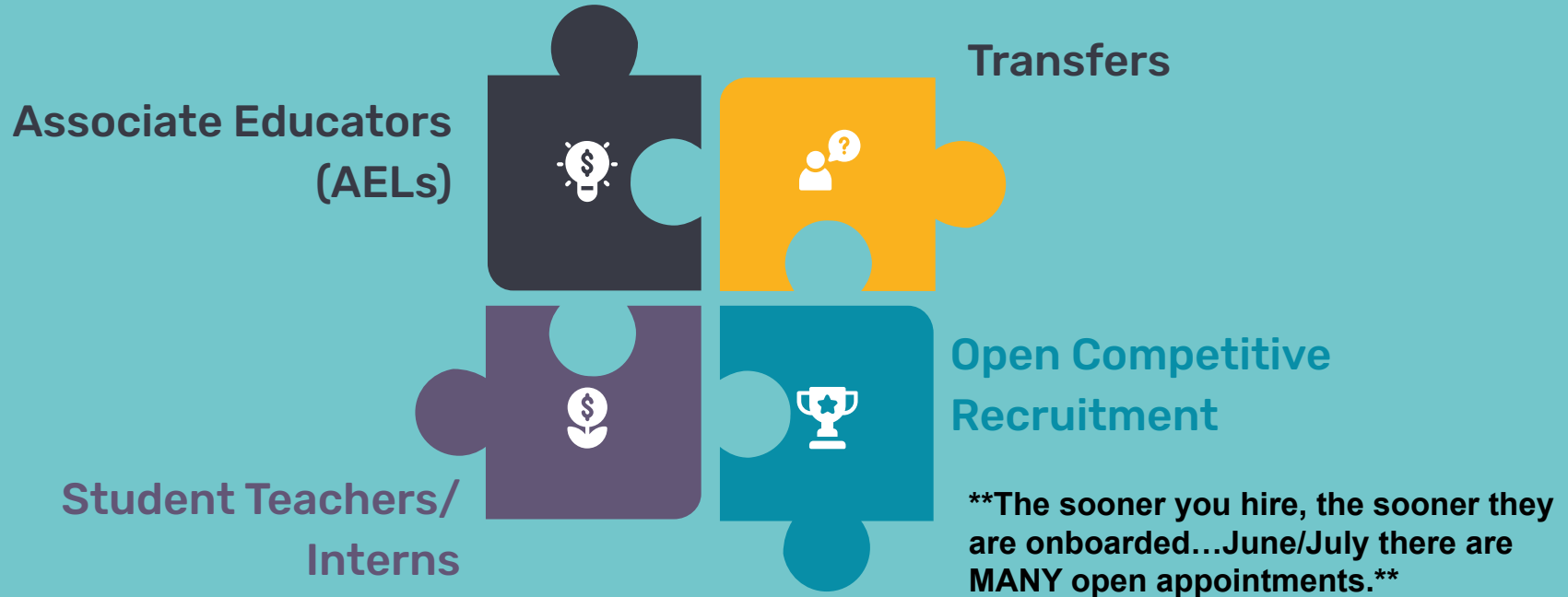
Option 2:

Form allows you to request AOS approval to rehire UQ teacher without requiring the interview process.



Matching your Pieces

.....



JSD Job Fair

SAVE THE DATE

JORDAN 
SCHOOL DISTRICT

Grow with Us Job Fair

Date: January 25th, 2023

Time: 6 to 8pm

Location: Oquirrh Hills Middle

12949 S 2700 W, Riverton, UT 84065

***Participation is required for all school and
District program Administrators/Supervisors
with current open positions.***



LEAD • EDUCATE • INSPIRE®

Educator Transfer Fair

Explore New
Growth Opportunities

JSD TEACHER TRANSFER FAIR

February 13th, 2023

WEST JORDAN MIDDLE SCHOOL
7550 SOUTH REDWOOD ROAD
WEST JORDAN, UTAH 84084

4:00-4:30 PM

MEET AND GREET

**FOR STUDENT TEACHERS AND INTERNS
WITH SUPERINTENDENT GODFREY**

**WEST JORDAN ELEMENTARY FACULTY & STAFF
WITH PRINCIPALS**

4:30-6:00 PM

TRANSFER FAIR

**OPEN TO ALL CURRENT JSD EDUCATORS INCLUDING
EDUCATORS ON A ONE YEAR AGREEMENT,
STUDENT TEACHERS AND INTERNS**

What to Bring:

- ID Badge (**REQUIRED**)
- Your Resume,
- and References

See DP 304-NEG for additional information

Transfers

See DP304 NEG for details.

Transfers may occur up to 10 days prior to New Teacher Induction.

This process has not changed.

- **Transfer window opens on Feb 1st**
- **Transfers completed by Feb 28th will not have to be posted in Frontline**
- **You will receive a report weekly on individuals requesting transfers from IS during Feb**
- **Two (2) transfer candidates, if available, should be interviewed for vacancies through June 1st**



West Jordan Elementary School Closure

- Teachers by policy will have access to the negotiated policy protections which include one year of substituting with benefits and guaranteed opportunity to interview.
 - If they apply to your position, you **MUST** grant an interview.
- Education Support Professionals (ESP) who apply for and are offered a position at a lower lane, will have their pay held harmless for a period of one year.

A13- School
Consolidation/Closure

Vacancy/Hiring Timeline

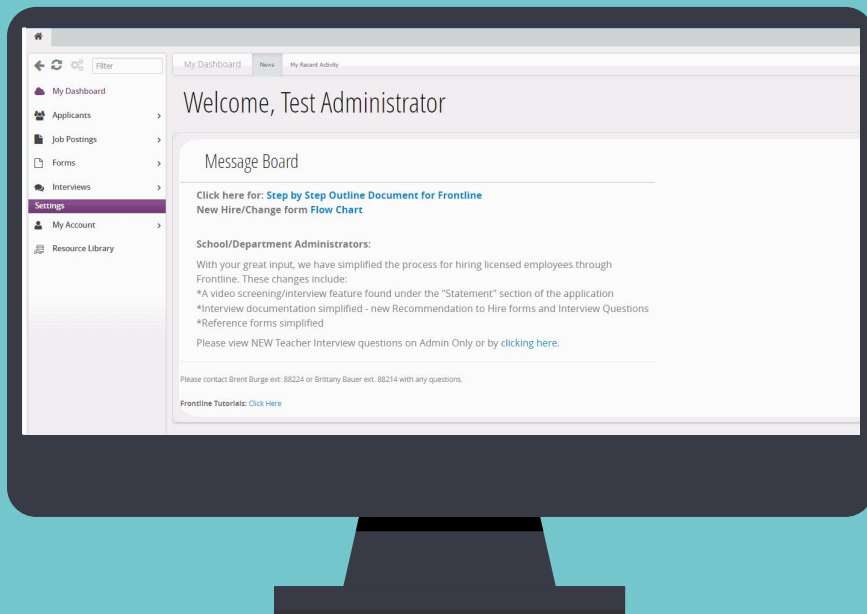
December	January	February	March
<p>Dec 15th- First Early Notification Incentive Deadline</p> <p>Prior to Dec 21st- 1st JPAS Completed</p> <p>AND</p> <p>Letter of Concern or Written Warning Issued</p>	<p>Jan 3rd- Critical Need/Hard to Fill positions posted in Frontline</p> <p>Jan 15th- Second Early Notification Incentive Deadline</p> <p>Early Jan- 2nd JPAS Completed</p>	<p>Feb 1st- Non-Renewal/Extension Requests Open</p> <p>Receive AEL Progress Reports</p> <p>AND Transfer Window Opens</p> <p>Feb 6th-8th - FTE V2.0 anticipated **</p> <p>Feb 13th-Teacher Transfer Fair</p> <p>Feb 15th- Third and Final Early Notification Incentive Deadline</p> <p>Feb 24th- Approval for UQ Rehires</p> <p>Feb 28th- Transfer Requests Complete</p>	<p>March 1st- Competitive Recruitment Begins, Postings 'go live' in Frontline</p> <p>March 31st-Principal Deadline for Licensed Non-Renewal/Extension status notification AND</p>
<p>**Principals with RISs based on V2.0 will be invited to individual meetings**</p>			

[Critical Dates Document](#)

A close-up photograph of a man's face, which is composed of a jigsaw puzzle. One piece, located over the man's left eye, is missing and is being held by a hand. The man is wearing black-rimmed glasses and has a surprised or intense expression. The background is a solid light beige color.

Hiring and Licensing

Frontline Tips/Enhancements



Finding
your
missing
pieces

March 2022 - August 2022

2022-2023 Hiring Season

179.4

New applicants per week

18.5 day

average to fill teacher vacancies



Frontline Searching Tools



Pipeline stages

Use Vacancies by Category

Use Pipeline stages to sort your applicants

Add/Remove Columns

Add important fields on main screen

Screen applicants all from the same page

Filters

Narrow down your list to your top #

Search for certain skills without opening each person's application

*New Applicant Pools

Reach out to other applicants

Search for Professionally Licensed Educator in that subject area



New Frontline Enhancements



Hire your applicant's
faster and easier!

Applicant Pool/Video Screening

All applicants will be asked if they want to join an applicant pool.

Search under category/subject to find applicants interested in job type.

Tutorial on Frontline and AdminOnly



All applicants will answer the 3 required interview questions

Link to video found under the Statement section of the application.



Interview Questionnaires



New questions and forms found on
[AdminOnly](#)
(Hiring Licensed)

Interviewing Expectations:

- Close posting before conducting interviews
- At least 2 interviewers
- Keep same interviewer team
- Interview several qualified candidates



Licensed Combined Reference Form

One form for up to 3 references.

Less required questions.

Reference Requirements:

- Previous/Current Supervisor Required
- At least 1 additional professional reference

Licensed Combined Phone Reference Check

You are not the assigned user for this form. [Click here to go to the assigned user.](#)

[Click here to go to the assigned user.](#)

Please answer the questions below.

Licensed Combined Reference Form

Recommended Questions

- Did this employee 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 employee's work habits with others?
- What are the strengths and areas of improvement for this employee?

Teacher

- Have you personally observed this employee in the classroom? If yes, what did you observe?

Principal/Director/Supervisor

Name:

Organization/District:

Start Date:

End Date:

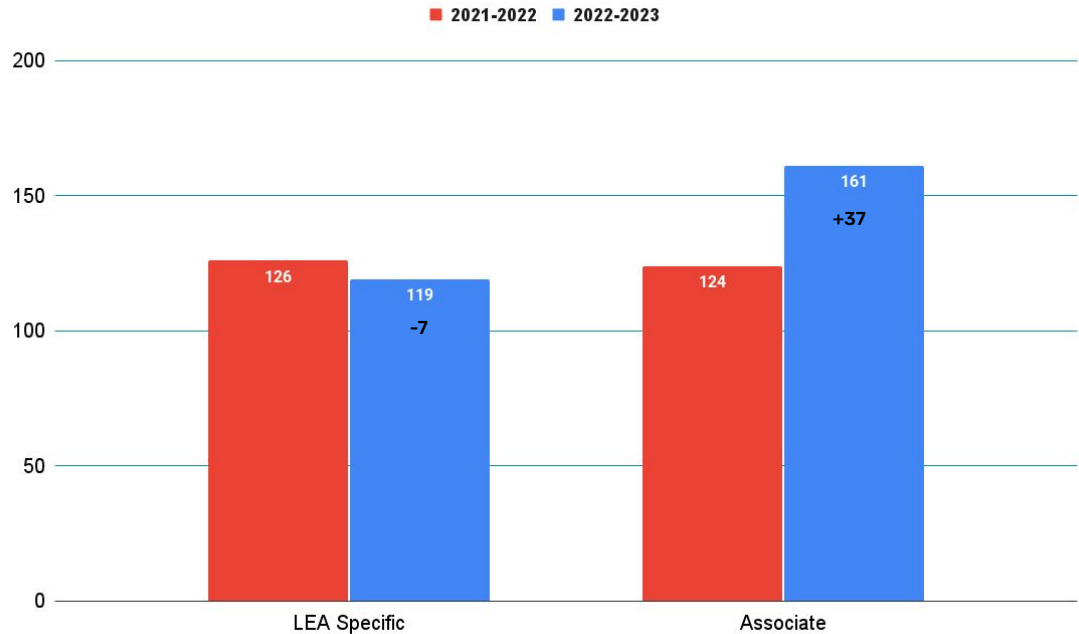
Do you know of any reason why this applicant should not be employed to work with students? ☐ Yes ☐ No



Licensure Status

Licensing

LEA - Specific Website Updates
Please watch for email from HR with updated instructions and numbers of UQ's. This information must be posted on your school website.



Road to Licensure



LEA - Specific

Associate

Professional

Driver's Ed

- ✗ Demonstrated Competency
- ✗ Completed Training
- ✗ Teaching Experience

Learner's Permit

- ★ Demonstrated Competency
- ✗ Completed Training
- ✗ Teaching Experience

Driver's License

- ★ Demonstrated Competency
- ★ Completed Training
- ★ Teaching Experience

Reasons for being Underqualified (UQ)



Never licensed

Applicant has never had an educator license



In a University program

Educator is in a University Program that leads to licensure



Licensed in different level

Ex: Educator has a license in Elementary but is hired in SpEd or Secondary



Out of state

Educator has Professional license awarded from another state



Expired

Educator has an expired Utah Educator License



Endorsement

Educator has Professional License but is not endorsed in proper subject area

Which license?



LEA-Specific*	Associate*	Professional
Waiting for license to be awarded (Out of State or Expired)	Interns/enrolled in University Program	Educator has completed all requirements with USBE
Applying for Associate License but needs to demonstrate competency w/USBE	Out of State License needing additional requirements	Educator has Professional License but not properly endorsed
Hourly Teacher less than 0.33 FTE (coaches)	Enrolled in an Educator Prep Program (APPEL, APPEL SpEd, etc)	
*Not allowed for SpEd, SLPs, Psychologists or Counselors		

***Must sign 1-Year Temporary Agreement**

- 
- HR Resources
 - Investigations
 - Discipline

HR Resources

Admin Only website

<https://employment.jordandistrict.org/AdminOnly/>

Human Resource Website

<https://employment.jordandistrict.org/>

HR Connections website

<https://employment.jordandistrict.org/HRConnections/>





Investigation Procedures

School Level (Minor) Issues

- Attendance
- Performance
- Attitude
- Communication

District Level (Serious) Issues

- Drugs/Alcohol
- Physical/Sexual assault
- Pornography
- Discrimination/Harassment
- Theft
- Boundary Violations

Table Top Exercise

Based on the information provided, answer the following questions.

1. Is this complaint minor or serious?
2. How would you start your investigation?
 - Who? •What? •Where? •When?
- 3.What resources are available to assist you in your investigation?

Table Top Exercise

An employee reports that she thinks money is disappearing from her purse which is kept in a drawer in the shared teacher's room. However, she is not 100% positive.



Group 1

Table Top Exercise

You receive a phone call from a concerned parent. Her student reported that a substitute teacher was reading a letter to the class from a currently incarcerated inmate. The letter included life lessons and things observed by the inmate while in prison.



Group 2

Table Top Exercise

Your head custodian notified you that a minor female sweeper (non-student) was not showing up to work. When the custodian contacted the parent, the parent indicated that a teacher at the school provided the sweeper a cell phone which she was very concerned about. Until it was resolved, the sweeper would not return to work.

Group 3



Table Top Exercise

An angry parent contacts you to find out how his student arrived home with a black eye. The student indicated the P.E. teacher was angry and threw a ball which hit the student in the face. You notify the parent you are not aware of the issue but will investigate.

Group 4

Table Top Exercise

A student comes to the office and tells you their math teacher is acting funny.

Group 5



Investigation Procedures

School Level (Minor)

- Receive complaint (Preferably in writing)
- Contact an HR Administrator and AOS
- Meet with accused and inform him/her of alleged misconduct. Request a written response.
- Complete Investigation - DOCUMENT
- Sanctions meeting optional
- Principal determines appropriate action
 - No action
 - Written Warning
 - Written Reprimand

Investigation Procedures

District Level (Serious)

- Contact HR Administrator to formulate investigation plan - Notify AOS
- Determine if Paid Administrative Leave is warranted or if the police need to be notified.
- Meet with accused and inform him/her of alleged misconduct. Request a written response.
- Complete Investigation - DOCUMENT
- Schedule a Sanctions Committee Meeting with HR
 - Written Reprimand
 - Suspension
 - Probation
 - Termination



answer Table Top Exercise

Based on the information provided, the following questions.

1. Is this complaint minor or serious?
2. Is Paid administrative leave warranted?
3. Are you required to notify the police/DCFS?
4. Are we required to notify UPPAC?
5. How would you continue your investigation?
 - Who? •What? •Where? •When?
6. What resources are available to assist you in your investigation?

Table Top Exercise

Group 1

Additional money disappears. You interview all employees who have access to this room and all deny taking any money.

Table Top Exercise

Group 2

When talking to your absent teacher, she indicates that the substitute told her she had students draw pictures as part of their class to deliver to the inmate. The substitute also wanted to start a Pen Pal between students and the inmate. You determine three students sent letters through the substitute to the inmate and received responses. The parents are very concerned.

Table Top Exercise

Group 3

You are notified that the parent contacted the police. As part of your investigation, you interviewed the teacher. The teacher indicated he vaguely remembers allowing a sweeper to borrow a phone he had laying around. The information provided from the sweeper to the police contradicts the information provided by the teacher.

Table Top Exercise

Group 4

You interview the student (Huck) who indicates the teacher was yelling at everyone and used a swear word before throwing the ball at him. When interviewing the teacher, he stated the student was goofing around while he was explaining the game rules. He loudly called the student's name and tossed the ball in his direction to get his attention. The teacher stated he didn't hit Huck with the ball and Huck was laughing afterwards.

Table Top Exercise

Group 5

You go to the classroom and observe the following:

- One minute the teacher is happy, the next she is quiet and subdued.
- You notice the teacher is shaking a lot and seems incoherent.

Progressive Discipline Process

The district may elect to proceed with disciplinary action to warn the employee that his/her conduct places the employee in danger of termination during the contract term.

Document by email, letter, etc.

1. Oral Reprimand:

a. Document by email, letter, etc.

2. Written Warning: Written warning is any memo of concern.

a. On School letterhead. Get Signatures

Progressive Discipline Process

Written Reprimand: Written Reprimand is issued by the immediate supervisor or District Administrator which warns the employee that adverse employment action, which may include contract termination, may be taken.


a. This warning is active for a two-year period and may remain in either the school file or in the employee's District personnel file.

b. The warning does not prejudice the right of the district to proceed with termination for cause should the misconduct continue.

On School letterhead. Get signatures



Sanctions Committee Purpose

- Usually involved in serious issues
 - Review all evidence/documentation
 - Review the risk to the district
 - Group decision making/Provide you with support
 - Determine any employment action
 - If termination is warranted, employees are generally given the option to resign in lieu of termination
- 

- S State the problem
- P Present the evidence & policy violation
- O Outline the directives
- K Kindness
- E Evaluate the job performance
- S Secure the signatures

Key Points

- Communicate clear expectations
- Don't be afraid to call
- DOCUMENT! DOCUMENT! DOCUMENT!
- Obtain Signatures
- Follow Up
- This is not a time for emotions or apologies to the employee.

Resignations

The employee submits a resignation in Skyward Employee Access.

A \$500 fine is imposed when an employee (Licensed OR Administrator) does not provide the proper notification in Employee Access. In addition, the employee will be assessed the cost of a Long Term Sub for any leave days used during the last 30/60 days of their employment, as per district policy.

- Licensed - 30-day notice (DP318)
- Administrators - 60-day- notice (DP318A)
- ESP - 2 week notice (DP318B) - NO FINE
- Exceptions allowed for Licensed and Administrators
- Rescinding Resignation

It is your responsibility to notify your immediate supervisor of your resignation.

Resignation - Administration (DP318A) When requesting contract termination, licensed personnel must notify their immediate supervisor and the Human Resource Department with at least sixty (60) days notice. Failure to give such notice will result in an ASSESSMENT OF \$500.00 to be deducted from the last paycheck and may result in attachment of a letter that precludes future employment with the District.

Resignation - Licensed (DP318) When requesting contract termination, licensed personnel must give at least thirty (30) days notice. Failure to give such notice will result in an ASSESSMENT OF \$500.00 to be deducted from the last paycheck and may result in attachment of a letter that precludes future employment with the District.

Resignation - Education Support Professional (DP318B) ESP personnel shall be required to give two (2) weeks' notice of resignation to their principal or Department Director and the Human Resource Department except in the case of an immediate, verified medical reason or emergency.

Select the reason for resignation.

* Resignation Reason:

If you are retiring, enter your Utah Retirement System (URS) retirement date.

URS Retirement Date:

Enter the last contract date you will be working.

* Last Contract Date Worked:

Location:

* Current Assignment:

I acknowledge by clicking the "SUBMIT NOTICE OF RESIGNATION" button on the final step, my notice of resignation will be IMMEDIATELY sent to the Payroll, Insurance and Human Resource departments for processing. I also acknowledge that my DISTRICT EMAIL ACCOUNT WILL BE DEACTIVATED ON MY LAST DAY OF WORK.

I understand I am required to return my I.D. Badge, building keys, computer/electronic device(s) or any other District property to my supervisor no later than my last day of employment.



FMLA

<https://employment.jordandistrict.org/>

- Refer employees to HR Generalist, Rebecca Eastman
- 1250 hours worked required to qualify for FMLA (up to 12 contract weeks)
- Employees off work for 5 non-consecutive days, for the same condition must contact HR Gen.
- Cannot replace an employee on FMLA
- Principal/Supervisor will be kept engaged in the FMLA process

ADA

- JSD has a formal accommodation process
- Refer employee to District website (<https://jordandistrict.org/>)
- Employee completes and forwards information to HR and the treating physician
- Principal/Supervisors will be engaged in the ADA process
- Service animal requests follow the same protocol as ADA
 - Vaccination Requirements
 - Service Animal Training
 - Training at the school must be conducted



Information Network Acceptable Use Policy and Social Media Guidelines

Resources:

DP371 (includes Social Media Guidelines)

Investigative Procedures

3-prong test

1. Frequency
2. Content
3. Time



Top causes for employee termination in JSD (21-22)

• • • • • • • •

Causes

- **Unprofessional Conduct**
 - Educator Misconduct
 - Boundary Violations
- **Unsatisfactory Job Performance**
- **Job Abandonment (DP323)**

Actions Taken

- **Terminated**
- **Resigned in lieu**
- **Disciplinary Action Taken**

Brainstorm



- Educator Misconduct
 - Examples
 - Discuss Your Experience and Outcome
- Boundary Violations
 - Examples
 - Discuss Your Experience and Outcome



- Rule R277- 515 Utah Educator Professional Standards

- HR Admin Only
- Mandatory Reporting by LEA to UPPAC
- An Educator's Guide to UPPAC



Key Investigation Reminders

- Principal/Supervisor **MUST** be involved
- Take necessary amount of time required for a thorough investigation (30-60 days)
- Don't need a police report to take disciplinary action
- Don't make promise you can't keep
- You are **NOT** alone



Check your HR Knowledge

THANKS!

Do you have any questions?

