



HR Processes 2021-2022



Purpose

- ▶ Review Critical Dates
- ▶ Increase your knowledge of the Investigation and Corrective Discipline process.
- ▶ Provide resources and guidance.



Educator License Renewal

- ▶ Educators receive multiple reminders per contract year of their license expiration (every 5 years). Remind faculty to do ASAP.
 - November
 - January
 - March
 - April - Requires supervisor and educator signature
- ▶ License renewal verification must be in CACTUS by **June 30** or JSD employment will end.



Early Resignation/Retirement Notification Incentive

\$500.00 on/before December 15

\$300.00 on/before January 15

\$200.00 on/before February 15

Policy DP321



Hard to Fill/Critical Need

- ▶ Critical need positions are determined by USBE Index of Criticality and JSD Priority. ([List found on AdminOnly](#)).
 - NOT determined locally by the individual school need.
- ▶ **January 3** - Can post hard to fill openings in Frontline.
 - Postings will be reviewed and approved by HR.
- ▶ Applicants may review the [Teacher Salary Schedule](#) for a placement estimate. Never “guesstimate/promise!”
- ▶ Applicants may also utilize the salary estimator to determine an unofficial initial salary placement. Official transcripts and VOE(Verification of Experience) must be received to determine initial salary placement. Never “guesstimate/promise!”



Hard to Fill/JSD Priority

- ❖ Math
- ❖ Science
- ❖ Dual Language Immersion
- ❖ Title 1
- ❖ Turnaround
- ❖ CTE (NOT Keyboarding)
- ❖ Early Childhood
- ❖ Special Education
- ❖ Audiologists
- ❖ Speech Language Pathologist
- ❖ Psychologists



January Hires/Under-qualified

- ▶ Positions filled with a 2021-22 under-qualified educator or 2022 January hire must be posted.
- ▶ These current educators must reapply and interview for their positions and be considered amongst other candidates.



Provisional Non-Renewal

Non-Renewal Form, Process and Timeline

► December

- Complete first JPAS
- **Letter of Concern/Written Warning** - A Non-Renewal meeting should NEVER be the first contact you have with a teacher about concerns. There should be at least 1 letter of concern with signature and date.

► January

- Complete second JPAS.

► February 2nd

- Request for Provisional Non-Renewal Forms are submitted to AOS.

► February 25th

- Upon approval - Principals notify teachers of Non-Renewal status (on or before).



TABLE TALK #1

#1 Share with your group a time you non-renewed an educator.

What were factors that motivated you to non-renew?



TABLE TALK #2

#2 Share a time when you should have but chose not to non-renew an educator.

What prevented you from non-renewing and what were the consequences?



Provisional Status Extension

- ▶ The status of a Licensed Provisional Employee may be extended **for up to five (5) years** in unusual or exceptional circumstances.
- ▶ Complete the “Request for Provisional Status Extension” form
- ▶ Discuss concerns/letter of concern before February.
- ▶ **February**
 - Feb 2 - Submit to AOS for approval.
 - Feb 25 - Teachers must be notified.



Transfer Fair

- ▶ **Transfer Fair - February 15th.**
 - Elk Ridge Middle School
 - 4:00-6:30 PM
 - Elementary and Secondary

- ▶ **February 28** - Transfer Request Approvals must be submitted to HR via Google Form (more information is coming.)

- ▶ **March 1** - Positions not filled by the Transfer Fair will follow normal hiring procedures.



Transfer Window Hiring Process

- ▶ Interview candidate(s) desiring to transfer at either the Transfer Fair or by viewing a Transfer Request submitted by current teachers in Skyward between February 15 and February 28.
- ▶ Complete references.
- ▶ Complete Teacher Transfer Approval Request Google Form.
- ▶ Notify current principal of pending offer.
- ▶ Offer the job to the candidate.
- ▶ Complete the transfer change form in Skyward.



Internal Transfer Opportunities

- ▶ **February:** Licensed employees may attend the Transfer Fair or complete the Teacher Transfer Request in Skyward.
- ▶ **March 1** - Remaining openings should be posted using Frontline.
- ▶ After March 1st, Schools must interview at least 2 current licensed teachers (including RIS's) that applied in Frontline per position (if available).



RIS-Reduction in Staff-DP327 NEG

When a RIS is necessary?

- In the event of declining enrollment,
- The discontinuance or substantial reduction of a particular service or program,
- The shortage of anticipated revenue,
- School consolidation, or other unforeseen circumstances,

Please contact your HR administrator, if you will need to RIS or are considering a RIS.

Elementary - Kim Gibson
Secondary - Ken Auld
ESP - Brent Burge



Investigation Procedures

Each case is unique. Please call an HR Admin

Preliminary Investigation Procedures

Receive complaint or observed behavior - Gather Information/Conduct preliminary investigation

- Obtain a signed written statement from complainant
- Determine if obtaining signed written witness statements at this time in the investigation is appropriate
 - Review cameras, building access, reasonable suspicion checklist, etc.

[Investigation Resources](#)



Investigation Procedures

School level (Minor)

- Attendance issues
- Employees not getting along
- Employees not doing their job
- Insubordination/passive aggressive
- Out of the classroom/Leaving students unsupervised
- Unprofessional dress
- Teacher lack of communication
- Any of these could become a serious issue.



Investigation Procedures

District Level (Serious)

- Drug/Alcohol possession/impaired
- Physical/sexual assault
- Inappropriate communication
- Discrimination/Harassment
- Pornography/Inappropriate material
- Failure to report child abuse
- Theft of property/money
- Criminal charges/convictions
- The list goes on and on



Investigation Procedures

School level (Minor)

Investigation Procedures

- Contact an HR Administrator for guidance-Notify AOS
- Meet with accused and inform him/her of alleged misconduct report (outline reported allegations). Request a written response regarding the allegations
- Complete investigation – Document investigation
- Sanctions Committee Meeting is optional
- Principal determine appropriate action
 - No Action
 - Written Warning
 - Written Reprimand



Investigation Procedures

School Level (minor)

Action-Return to Work

- Principal meet with employee to review investigation findings.
- Implement appropriate action
- Provide support (Training, EAP, etc.)
- Secure employee signature to any warning
- Forward documentation to HR



Investigation Procedures

District Level (Serious)

- Contact HR Administrator to determine process-Notify AOS
 - Determine if paid administrative leave may be warranted
 - Determine if badge/Active Directory needs to be inactivated
 - Determine need to contact SRO or DCFS (Get officer name/ Case #)
- Meet with accused and inform him/her of alleged misconduct report (outline allegations). Request written response regarding allegations
 - Notify employee he/she is placed on paid administrative leave
 - Escort employee to work space to retrieve personal items
 - Direct employee not to be on premises without permission
 - Direct employee not to contact school personnel, students, patrons during investigation
 - If parents/students contact the employee, ask employee to refer the student/parent to contact the principal
 - Notify employee that retaliation is prohibited
- Send email to HR Admin recommending paid administrative leave. HR will send official letter placing the employee on paid administrative leave



Investigation Procedures

District Level (Serious)

Investigation Procedures

- Complete investigation
 - Conduct additional witness interviews
 - Document investigation
- Call HR to schedule a Sanctions Committee Meeting
 - Review all evidence/documentation –
- Sanctions Committee determines action
 - No action/return to work
 - Written Reprimand
 - Suspension-without pay
 - Probation (1 year)
 - Termination



Investigation Procedures

Sanctions Meeting



Action-Termination

- HR schedules termination meeting/Prepares termination documents
- School verify district property to be returned
- HR will inactivate badge/Email
- Schedule a time to collect personal items



Action-Return to Work

- Principal meet with employee to review investigation findings. Allow him/her to return to work
- HR provides official paid leave removal notification
- Implement appropriate action
- Provide support (Training, EAP, etc.)
- Secure employee signature to any warning
- Forward documentation to HR

Principals are required to notify HR of ANY UPPAC violations
UPPAC Referral – HR will provide a referral to UPPAC for ALL violations
HR will follow-up with the police investigation/report



Questions





Employee with Performance/Behavior Concerns



DISCIPLINARY ACTIONS

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.

1. Oral Reprimand: Oral reprimand may be issued by the immediate supervisor.
2. Written Warning: Written warning is any memo of concern.



DISCIPLINARY ACTIONS

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.

Licensed -Any employee subject to disciplinary action shall be given the opportunity to be represented in any meeting or conference to which they are invited or required to attend with respect to the disciplinary action.

ESP - Representation is only required if job action is being taken.
(Probation, Suspension, Termination)



Informal Warning

Preventive steps should be taken at the first sign of concern.

Oral Reprimand

- ▶ Clear Expectations
- ▶ Avoid unrelated issues
- ▶ Document-(email, letter)
 - ▶ Evaluate needs/Offer resources
 - ▶ Employee Assistant Program EAP (Blomquist Hale)
 - ▶ Consulting Educator/coach
 - ▶ Additional training
- ▶ Observe/Follow up



Behavior Pattern Continues

- ▶ Oral Reprimand (Done)
- ▶ Summary Communication (Done)
- ▶ Informal observations (Done)

- ▶ What Next?



Formal Written Warning

- ▶ Written warning
- ▶ SMART / SPOKES model
 - ▶ Employee Signature
 - ▶ Letterhead
- ▶ HR is ready to assist in reviewing your warning letter
- ▶ Follow Up



Table Top Exercise

How do you write a
S.M.A.R.T goal/directive.

S = Specific

M = Measurable

A = Attainable

R = Realistic

T = Timely



Table Top Exercise

- 1- Head custodian has been spending a lot of time in a teachers room and has asked her out on a date. The teacher is uncomfortable and refuses to come in early or stay late anymore.
2. Teacher attends PLC meetings but does not participate.
3. Teacher is unkind to students and yells often.
4. Teacher does not respond to parent communication attempts.
5. Teacher frequently misses or is late to bus/recess duty.
6. Nutrition worker often has her boyfriend in the kitchen. The manager knew but did not address the situation.
7. Students in a teachers classroom are not getting standards based instruction because the teacher is not following curriculum.
8. Teacher teaches from behind his desk.



S P O K E S

- ▶ 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

[Link](#)



Behavior Pattern Continues

Written Reprimand

Corrective Action Plan (CAP)

Sanctions Committee

Probation

Follow-up

Sanctions Committee

Suspension/Termination



Resources and Key Points

Resources

- ▶ HR (School/District Consistency)
- ▶ AdminOnly Website
- ▶ District Policies
- ▶ AOS
- ▶ Colleagues

Key Points

- ▶ Communicate clear expectations
- ▶ Don't be afraid to call
- ▶ DOCUMENT! DOCUMENT! DOCUMENT!
- ▶ Obtain Signatures
- ▶ Follow Up



Questions





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/>

Employee Health and Wellness

<http://employment.jordandistrict.org/health-wellness-resources/>

Blomquist Hale - Employee Assistance Program

<https://www.blomquisthale.com/>

[Critical Dates](#)