



Frequently Asked Questions

Hours: 7:30 A.M. to 5:00 P.M. Monday through Friday

1. When is the window for Personal Days/Holiday Option?
2. What Holidays do I have off?
3. Who can I contact if I find problems with the Human Resources website, or if I would like to make a suggestion?
4. When are lane change applications due in Human Resources?
5. Who should be notified when an employee moves or changes his/her address?
6. What should an employee do if he/she believes his/her salary placement is incorrect?
7. If an employee plans to retire or resign, what must he/she do and how much notice must they give Human Resources?
8. When must an employee apply for Family Medical Leave (FMLA)?
9. What happens to employees who are displaced from my school?
10. Who authorizes NO PAY days for employees?
11. What is AESOP?
12. What documentation can schools expect to receive from Human Resources to indicate the new employee is cleared to begin work?
13. What paperwork do I need to complete to start as an employee of Jordan district?
14. How can I view my salary/contract for mortgage loans, employment verification purposes, etc.?

Q. *Who can I contact if I find problems with the Human Resources website, or if I would like to make a suggestion?*

A. If you run into problems with broken links, inconsistencies, spelling, or grammatical errors, please email Brent Burge at brent.burge@jordandistrict.org. Thank you for your help! Suggestions are always welcome!

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Q. *When are lane change applications due in Human Resources?*

A. Applications are due by the 15th day of every month through April. Click [HERE](#) for the application.

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Q. *Who should be notified when an employee moves or changes his/her address?*

A. Employees are referred to the JSD website, select "Faculty & Staff", then

select "Employee Access". Login using your ID and password and request to change your address. If you have never received a login or password, contact Information Systems Help Desk at 801-567-8737.

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Q. *What should an employee do if he/she believes his/her salary placement is incorrect?*

A. An employee has 30 days after his/her first paycheck to request a review of his/her salary placement and provide Human Resources with proper employer verification and/or educational transcripts. The employee is NOT entitled to retroactive pay.

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Q. *If an employee plans to retire or resign, what must he/she do and how much notice must he/she give Human Resources?*

A. When requesting separation (resignation or retirement), ALL EMPLOYEES must submit an electronic notice via Employee Access. Verbal notification to HR or the principal/director does not constitute "official" notification. The employee must also verbally notify his/her principal or director. Failure to submit an official notification may result in a monetary penalty. The required notification for all employee categories is listed below:

Employee Category	Resignation Notification	Retirement Notification
Administrators	60 Days	60 Days
Licensed	30 Days	30 Days
Classified	2 Weeks	30 Days

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Q. *When must an employee apply for Family Medical Leave (FMLA)?*

A. If you are admitted to a hospital or if you miss more than three consecutive work days for a serious medical reason, an employee must apply for FMLA. This would include surgeries, maternity leave, hospitalizations, or to care for a family member with a serious health condition. A cold/flu is generally not considered a serious health condition. However, complications like pneumonia resulting from a cold would be covered under FMLA. You submit for FMLA online through [Employee Access](#).

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Q. *What happens to employees who are displaced from a school?*

A. At the end of every school year, some part-time employees become displaced. Those employees are encouraged to submit an [online application](#) for available positions through <https://skyward.jordan.k12.ut.us/>. He/She may also contact schools they are interested in working at. All schools have access the the applicant list.

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Q. *Who authorizes NO PAY days for employees?*

A. Employees shall be discouraged from requesting a personal leave of absence during the school year; however, in the event an employee has a serious or compelling need for an unpaid leave of absence, a "[Leave](#)

Without Pay Request Form" must be completed and sent to the appropriate Administrator of Schools PRIOR to the requested date of the leave. Leaves of absence granted under this policy shall be without pay and contracted employees shall not be granted more than 15 days of leaves of absence under this policy in any 3-year period. (DP337NEG - Leave of Absence (Personal - 15 Days) - Certificated), (DP337BNEG - Leave of Absence (Personal - 15 Days) - Classified.)

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Q. *What is AESOP?*

A. AESOP stands for Automated Education Substitute Operator which began July 5, 2008. AESOP is the system teachers and nutrition workers use to request a substitute if they will be absent. AESOP automatically attempts to contact available substitutes to cover open positions if a substitute has not accepted the position online.

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Q. *What documentation can schools expect to receive from Human Resources to indicate the new employee is cleared to begin work?*

A. Prior to working for JSD, the school/department administrative assistant must schedule the employee for an "Onboarding" appointment. Once all information has been submitted by the employee during onboarding, an "Authorization to Work" form will be emailed to the school/department administrative assistant. ***New employees must not be allowed to work prior to the school/department receiving this form.***

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Q. *What paperwork do I need to complete to start as an employee of Jordan district?*

A. Your school/department will schedule you for an "Onboarding" appointment. Prior to the onboarding appointment, you will be contacted by email directing you to complete confidential information through FastTrack. Once complete, you will receive a second email directing you to complete a majority of your required information online. When you attend your onboarding appointment, you will submit your work eligibility documents (I9) and tax documents (W4). Non-Licensed employees will also complete a background check at the employees expense.

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Q. *How can I view my salary/contract for mortgage loans, employment verification purposes, etc.?*

A. Click **[HERE](#)** to Log onto the Skyward Gateway page where all your employment information is password protected, but viewable to you! If you do not know your Login/Password, you will need to contact the Information Systems Help Desk at 801-567-8737.

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