

2024 Deadlines Reminder Memo

To: Uintah School District Employees
From: Dr. Mistalyn Leis, Director of Human Resources
Date: Tuesday, January 2, 2024
RE: Deadline Reminders for 2024

Please be aware of the following deadlines:

1. **LETTER OF INTENT** – These will be distributed on Tuesday, January 2, and are due to your principal/supervisor by Friday, January 12, 2024.
 - a. Principals/supervisors, please submit completed Letter of Intent forms and summary sheets to Dr. Mistalyn Leis by Friday, January 19, 2024. **This information is only needed for contracted employees.**
 - b. Information communicated in Letters of Intent is non-binding.

2. **INCENTIVE FOR CONTRACTED EMPLOYEES' EARLY WRITTEN NOTIFICATION OF INTENT TO RESIGN AT THE END OF THE 2023-2024 SCHOOL YEAR** – Please submit to Dr. Mistalyn Leis
 - a. In order to be deemed eligible for a financial incentive of \$500, an outgoing, contracted employee must submit a signed statement by the end of the workday on Friday, January 19, 2024, agreeing:
 - i. to not voluntarily leave his or her position prior to the end of the 2023-2024 school year; and
 - ii. to resign effective at the end of the 2023-2024 school year.
 - b. Contracted employees who provide such written notice by the deadline specified above, will receive a financial incentive of \$500, to be paid in the June 2024 paycheck.
 - c. **No financial incentive will be offered for outgoing, contracted employees who submit their written resignation after January 19, 2024.**
 - d. Please note that any contracted employee who works a 182-day schedule and who fulfills the contract requirements (i.e., completes the contract year), will have benefits (including medical insurance, if applicable) extended through August 2024.

3. **LANE CHANGE APPLICATION** – Lane change applications and documentation are due on or before the first Monday in June. – please submit to Dr. Mistalyn Leis or Laura Graham
 - a. Application is available at [Lane Change Application](#)
 - b. Please see policy [005.025 Qualifications for Salary Lane Change](#) for details.

4. **APPLICATION FOR EDUCATIONAL FINANCIAL ASSISTANCE FOR EDUCATORS** – Due by **September 1, 2024** - Submit to Dr. Mistalyn Leis or Kalie Barrett
 - a. Financial assistance up to \$2000 is available for educators to complete additional education required in order to become state qualified for their current assignments.
 - b. Financial assistance applications will be available on the district droplet site after February 1, 2024.
 - c. Please see policy [005.5000 Reimbursement for Educational Expenses](#) for details.

5. **EDUCATOR LICENSE UPGRADE AND RENEWAL** – **Educators are responsible for maintaining and renewing their licenses.** If your professional educator license expires in 2024, renew it before the end of the school year by completing the steps at [this link](#). The [USB E Educator Licensing Lookup tool](#) provides your license expiration date, if you're unsure. Educators expecting to complete the APPEL program this school year should complete all licensing tasks and submit documentation to Scott Dowling before May 17, 2024. Eligibility for the legislative increase is dependent on your educator's license being current and active at the beginning of the school year.

6. **YOUTH SUICIDE PREVENTION**- Now available online. Required every 3 years with license renewal. More information can be found at [Suicide Prevention \(utah.gov\)](#)

**If you have a change in family status at any time during the year, it could affect your benefits.
Please notify the business office immediately.**