

JORDAN SCHOOL DISTRICT
Patrice A. Johnson, Ed.D., Superintendent of Schools
West Jordan, Utah

Intradistrict Communication

DATE: May 19, 2016
TO: High School Principals and Head Secretaries
FROM: C. Brad Sorensen, Administrator of Schools
RE: 2016-17 High School Summer Office Hours

Each high school in Jordan School District will be allocated \$4,000 to assist in covering summer office hours for the 2016-17 school year. Please note that benefits must be deducted from this amount. Benefits are calculated at 8.45% to include FICA, Medicare, and Industrial Insurance. If you choose to use a full-time school employee that qualifies for retirement benefits, an additional 23.69% (Tier I-before July 1, 2011) or 20.02% (Tier II-after June 30, 2011) must be added to the total cost.

This money may be used for time worked from June 1 through August 31, 2016. Please turn in timesheets monthly and August timesheets are due no later than September 6, 2016. No money will be carried over from the summer hour allocation. All timesheets for your summer hours need to be coded as **10-E-LOC-8707-2436-154** and should be sent along with your allocation form each month to Brad Sorensen's office for approval.

If you have any questions, please call Brad Sorensen at 801-567-8233 or Cari Minnesota at 801-567-8173.

Thank you.

/cm

cc: John Larsen, Business Administrator