

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

Intradistrict Communication

DATE: May 19, 2017
TO: High School Principals and Head Administrative Assistants
FROM: C. Brad Sorensen, Administrator of Schools
SUBJECT: 2017-18 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 2017-16 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, 2017. Please have employees use True Time. True Time hours should be submitted weekly. Please email a list of names of employees who will be working these hours to Keelee Leulau in payroll at keelee.leulau@jordandistrict.org and she will add the pay-code for them to use in True Time. No money will be carried over from the summer hour allocation. All time worked for your summer hours need to be coded as **10-E-LOC-8707-2436-154** and should be recorded on your allocation form each month for Brad Sorensen's approval.

If you have any questions, please call Brad Sorensen at 801-567-8233 or Marilyn Smith at 801-567-8166.

Thank you.

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cc: John Larsen, Business Administrator