

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

## Intradistrict Communication

DATE: May 1, 2018  
TO: High School Principals and Head Administrative Assistants  
FROM: C. Brad Sorensen, Administrator of Schools  
SUBJECT: 2018-19 High School Summer Office Help

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Each high school in Jordan School District will be allocated \$4,000 to assist in covering summer office hours for the 2018-19 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, 2018. Employees are to use True Time when working these hours. True Time hours should be submitted weekly. Please email a list of names of all employees who will be working these hours to Keelee Leulau in payroll at [keele.leulau@jordandistrict.org](mailto:keele.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 office hours will be coded as **10-E-LOC-8707-2436-154** and should be recorded each month for Brad Sorensen's approval on your school's allocation form.

If you have any questions, please contact Marilyn Smith at [marilyn.smith@jordandistrict.org](mailto:marilyn.smith@jordandistrict.org), Ph: 801-567-8166.

Thank you.