

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

# Intradistrict Communication

Date: March 7, 2017

To: All Elementary Principals  
All Elementary Head Administrative Assistants

From: John Larsen, Business Administrator

Subject: **Summer Pool Hours for Elementary Head Administrative Assistant**

Effective this summer, traditional calendar elementary head administrative assistants will be given up to twenty-four (24) optional hours during the summer months to be used as needed in coordination with the school principal. These hours are intended to address mail, voicemail, purchase verifications, timesheets, and any other matters that typically build up over the summer months. It is hoped these summer hours will aid the school in a successful opening for the students.

These hours should be reported through True Time under the heading of "Contract Pool Hours" and will be charged to 10-E-xxx-0050-2483-152.

Cc: Cabinet  
Sarah Palmer – Director of Payroll