

JORDAN SCHOOL DISTRICT
Anthony Godfrey, Ed.D., Superintendent of Schools
West Jordan, Utah

Intradistrict Communication

DATE: June 2, 2023
TO: High School Principals and Head Administrative Assistants
FROM: C. Brad Sorensen, Administrator of Schools
RE: 2022-23 High School Summer Office Help

Each high school in Jordan School District will be allocated \$4,000 to assist in covering summer office hours for the 2022-23 school year. Please note that benefits must be deducted from this amount. Benefits are calculated at 7.75% 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, 2023. 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 keelee.leulau@jordandistrict.org and she will add the pay-code 'TSMRO - Summer Office Hours' 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:
Brenda Groo at brenda.groo@jordandistrict.org, Ph: 801-567-8173 or
Marilyn Smith at marilyn.smith@jordandistrict.org, Ph: 801-567-8166.

Thank you.