



# Staff Report

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MEMO TO: IHLS Board of Directors  
 FROM: Leslie Bednar  
 DATE: May 16, 2019  
 RE: Staffing Update

The following represents my approval for three promotions this month based on management recommendations. Both the Area Manager and Delivery Coordinator are new positions for IHLS and as such there are no existing position descriptions. We are in the process of drafting the descriptions and will share with the Personnel Committee as soon as they are available.

Thank you.

### [New Hires – Pending Board Approval](#)

None

### [Resignations and Retirements](#)

None

### [Promotions/Change in Position:](#)

*Previous Classification:* Operations Manager (full-time)

*Classification:* Area Manager (full-time)

*Project/Location:* Operations/ Carbondale & Edwardsville

*Start Date:* April 28, 2019

*Previous Salary:* \$49,411.18

*Salary:* \$64,411.18

*Comment:* Position description will be reviewed by Personnel Committee.

*Previous Classification:* Courier (full-time)

*Classification:* Delivery Coordinator (full-time)

*Project/Location:* Operations/ Carbondale

*Start Date:* April 28, 2019

*Previous Salary:* \$11.25/hr.

*Salary:* \$14.50/hr.

*Comment:* Position description will be reviewed by Personnel Committee.

*Previous Classification:* Lead Sorter (full-time)

*Classification:* Delivery Coordinator (full-time)

*Project/Location:* Operations/ Edwardsville

*Start Date:* April 28, 2019

*Previous Salary:* \$13.39/hr.

*Salary:* \$16.64/hr.

*Comment:* Position description will be reviewed by Personnel Committee.