



MEMO TO: IHLS Board of Directors  
FROM: Leslie Bednar  
DATE: January 20, 2016  
RE: Staffing Update

Currently, we have two Courier Drivers who are in the on-boarding process and should begin employment in the next couple of days. Once they begin, IHLS will be fully staffed.

Please let me know if you have any questions and I will provide as much information as I am able.

Thank you.

**New Hires:**

Classification: Courier Driver (Part-time)  
Project/Location: Operations/ Du Quoin  
Start Date: January 4, 2016  
Salary: \$10.24/ Hour

Classification: Page/Sorter (Part-time)  
Project/Location: Operations/ Du Quoin  
Start Date: January 4, 2016  
Salary: \$8.67/ Hour

Classification: Page/Sorter (Part-time)  
Project/Location: Operations/ Du Quoin  
Start Date: January 11, 2016  
Salary: \$8.67/ Hour

Classification: Courier Driver (Part-time)  
Project/Location: Operations/ Champaign  
Start Date: January 14, 2016  
Salary: \$10.24/ Hour

**Resignations, Terminations and Retirements:**

Classification: Page/Sorter (Part-time)  
Project/Location: Operations/Champaign  
Last Day of Employment: December 15, 2015  
Salary: \$8.67/ Hour  
Comment: Quit unexpectedly.

Classification: Courier Driver (Part-time)  
Project/Location: Operations/Du Quoin  
Last Day of Employment: December 28, 2015  
Salary: \$10.24/ Hour  
Comment: Job abandonment.

Classification: Page/Sorter (Part-time)  
Project/Location: Operations/Du Quoin  
Last Day of Employment: December 30, 2015  
Salary: \$8.67/ Hour  
Comment: Secured full-time employment.

Classification: Courier Driver (Part-time)  
Project/Location: Operations/Edwardsville  
Last Day of Employment: January 8, 2016  
Salary: \$10.55/ Hour  
Comment: Quit unexpectedly.

**Promotions/Change in Position:**

None