

MEMO TO: IHLS Board of Directors
FROM: Leslie Bednar
DATE: August 21, 2014
RE: Staffing Update

We are currently recruiting to fill a full-time Web Developer and respectfully ask that you approve the personnel changes below.

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

Thank you.

Resignations, Terminations and Retirements:

Employee Name: Devin Reid
Classification: Page (Part-time)
Project/Location: Operations/ Edwardsville
Term Date: July 29, 2014
Salary: \$8.67/hour
Comment: Poor attendance/performance; will replace with free student worker in the fall.

Employee Name: Pamela Dickerson
Classification: Courier Driver (Part-time)
Project/Location: Operations/ Du Quoin
Term Date: July 20, 2014
Salary: \$10.24/hour
Comment: Sent a text, stating she would not be returning to work.

Employee Name: Eugene Ard
Classification: Maintenance (Part-time)
Project/Location: Operations/ Champaign
Term Date: August 15, 2014
Salary: \$10.46/hour
Comment: Resigned to care for wife. We are currently getting bids for possible outsource.



New Hires:

Employee Name: Sarah Varner
Classification: IMSA Patron Service Coordinator (Full-time)
Project/Location: IMSA/ Du Quoin
Start Date: August 4, 2014
Salary: \$35,000.00/ Annual

Employee Name: Michael Powell
Classification: Courier Driver (Part-time)
Project/Location: Operations/ Du Quoin
Start Date: August 11, 2014
Salary: \$10.24/Hour
Comment: Limited benefits.

Employee Name: Clark Faust
Classification: Temporary Worker (Part-time)
Project/Location: General Fund/ Edwardsville
Start Date: August 11, 2014
Salary: \$12.00/Hour
Comment: No benefits.

Employee Name: Kimberly Townsend
Classification: HR Assistant (Part-time)
Project/Location: General Fund/ Edwardsville
Start Date: August 18, 2014
Salary: \$17.50 Hour
Comment: Limited benefits

Employee Name: Hillary Greer
Classification: IT Specialist (Part-time)
Project/Location: General Fund/ Champaign
Start Date: August 25, 2014
Salary: \$17.00/Hour
Comment: Will work part-time until graduation, December 2014, then full-time.



Promotions/Change in Position:

Employee Name: Valerie Penrod

Previous Classification: Part-time Courier Driver (Part-time)

Current Classification: Full-time Courier Driver (Full-time)

Project/Location: Operations/ Du Quoin

Start Date: August 4, 2014

Salary: \$9.99/Hour

Comment: Valerie will transfer full-time to IMSA, Machine Clerk on 8/25.