

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

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/ Carbondale
Start Date: September 19, 2016
Salary: \$10.24/ Hour

Resignations, Terminations and Retirements:

Classification: Sorter (Part-time)
Project/ Location: Operations/ Du Quoin
Last Day of Employment: September 9, 2016
Salary: \$10.24/ Hour
Comment: Resigned – secured other employment.

Classification: Courier Driver (Part-time)
Project/ Location: Operations/ Du Quoin
Last Day of Employment: September 9, 2016
Salary: \$10.24/ Hour
Comment: Resigned due to Du Quoin location closure.

Classification: Courier Driver (Part-time)
Project /Location: Operations/ Du Quoin
Last Day of Employment: September 8, 2016
Salary: \$10.24/ Hour
Comment: Resigned due to Du Quoin location closure.

Promotions /Change in position:

Previous Classification: Sorter (Part-time)
Current Classification: Lead Sorter (Part-time)
Project/ Location: Operations/ Edwardsville
Start Date: September 4, 2016
Previous Salary: \$9.50/ Hour
Current Salary: \$12.00/ Hour