

MEMO TO: IHLS Board of Directors
FROM: Leslie Bednar
DATE: April 21, 2016
RE: Staffing Update

We are currently recruiting for two part-time positions, a Courier Driver in Du Quoin and a Courier Driver in Edwardsville.

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/ Edwardsville
Start Date: April 4, 2016
Salary: \$10.24/ Hour

Position Eliminations:

Classification: Human Resources Director
Project/Location: Administration/ Edwardsville
Last Day of Employment: April 5, 2016
Salary: \$67,416.18/ Annual
Comment: Reduction in workforce

Classification: Operations Assistant
Project/Location: Operations/ Champaign
Last Day of Employment: April 5, 2016
Salary: \$12.85/ Hour
Comment: Reduction in workforce

Promotions/Change in Position:

Previous Classification: Operations Assistant
Current Classification: Executive Assistant
Project/Location: Administration/ Edwardsville
Start Date: March 21, 2016
Previous Salary: \$12.92/ Hour
Current Salary: \$35,000/ Annual
Comment: Salary will be re-evaluated after six months of performance.

Resignations, Terminations and Retirements:

None