

MEMO TO: IHLS Board of Directors
FROM: Leslie Bednar
DATE: July 18, 2015
RE: Staffing Update

We currently only have one opening, a Staff Accountant. Once the job description is finalized, we will begin recruitment.

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

I respectfully ask that you accept the personnel changes below.

Thank you.

New Hires:

Classification: Operations Relief (Part-time)
Project/Location: Operations/Du Quoin
Start Date: June 29, 2015
Salary: \$10.24/ Hour

Classification: Courier Driver (Part-time)
Project/Location: Operations/Du Quoin
Start Date: July 6, 2015
Salary: \$10.24/ Hour

Classification: Courier Driver (Part-time)
Project/Location: Operations/Edwardsville
Start Date: July 8, 2015
Salary: \$10.34/ Hour

Resignations, Terminations and Retirements:

Classification: Courier Driver (Part-time)
Project/Location: Operations/ Champaign
Last Date: June 26, 2015
Comment: Relocating closer to family.

Classification: Page/Sorter (Part-time)
Project/Location: Operations/ Du Quoin
Last Date: July 2, 2015
Comment: Job Abandonment (worked two days).

Classification: Courier Driver (Part-time)
Project/Location: Operations/ Edwardsville
Last Date: July 17, 2015
Comment: Quit unexpectedly.