

AGENDA
GENERAL ADMINISTRATION & PERSONNEL COMMITTEE
VILLAGE OF HOFFMAN ESTATES
APRIL 8, 2013

7:00 p.m. – Board Room

Members: **Ray Kincaid, Chairman**
 Gary Stanton, Vice Chairman
 Karen Mills, Trustee
 Jacquelyn Green, Trustee
 Anna Newell, Trustee
 Gary Pilafas, Trustee
 Mayor William McLeod

I. Roll Call

II. Approval of Minutes – March 18, 2013

NEW BUSINESS

1. Discussion regarding Legislative Update.
2. Request acceptance of Cable TV Monthly Report.
3. Request acceptance of Human Resources Management Monthly Report.

III. President's Report

IV. Other

V. Items in Review

VI. Adjournment

**GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

March 18, 2013

I. Roll Call

Members in Attendance:

**Ray Kincaid, Chairperson
Gary Stanton, Vice Chairperson
Karen Mills, Trustee
Jacquelyn Green, Trustee
Anna Newell, Trustee
Gary Pilafas, Trustee
William McLeod, Village President**

**Management Team Members
in Attendance:**

**Jim Norris, Village Manager
Art Janura, Corporation Counsel
Dan O'Malley, Deputy Village Manager
Mark Koplun, Asst. Vlg. Mgr.-Dev. Services
Peter Gugliotta, Director of Planning
Mike Hankey, Director of Transportation
Gary Skoog, Director of Econ. Development
Ken Gomoll, Asst. Director of Public Works
Rachel Musiala, Finance Director
Bob Gorvett, Fire Chief
Mike Hish, Police Chief
Algean Garner, Director of HHS
Bev Romanoff, Village Clerk
Bruce Anderson, Cable TV Coordinator**

The General Administration & Personnel Committee meeting was called to order at 7:07p.m.

II. Approval of Minutes

Motion by Trustee Pilafas, seconded by Trustee Green, to approve the General Administration & Personnel Committee meeting minutes of February 11, 2013. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

1. Discussion regarding Legislative Update.

An item summary from Tia Messino was presented to the Committee.

Jim Norris discussed several items of legislation, including the Local Government Distributive Fund, sales tax sweep, and property tax limitation efforts.

Trustee Stanton inquired whether HB 193 had passed through both houses. Jim Norris responded that he would check.

2. Discussion regarding planning for the 2013 International Taste of Hoffman Estates.

An item summary from Gary Skoog was presented to Committee.

Gary Skoog addressed the Committee and provided an update regarding details for the upcoming 2013 International Taste. Gary indicated that Tate and Lyle will again sponsor the event. The Taste Committee felt that an event such as this should get established at one venue for several years before moving the location and recommends keeping it at the Stonegate.

3. Request acceptance of Cable TV Monthly Report.

Motion by Trustee Pilafas, seconded by Trustee Stanton, to approve the Cable TV Monthly Reports of January and February. Voice vote taken. All ayes. Motion carried.

4. Request acceptance of Human Resources Management Monthly Report.

The Human Resources Management Monthly Report was submitted to the Committee.

Motion by Trustee Pilafas, seconded by Mayor McLeod, to accept the Human Resources Management Monthly Report. Voice vote taken. All ayes. Motion carried.

III. President's Report

IV. Other

V. Adjournment

Motion by Trustee Pilafas, seconded by Trustee Mills, to adjourn the meeting at 7:18 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

SUBJECT: Discussion regarding legislative update

MEETING DATE: April 8, 2013

COMMITTEE: General Administration & Personnel Committee

FROM: Tia Messino, Administrative Intern

PURPOSE: To provide discussion and status of pending legislation that may impact the Village of Hoffman Estates.

DISCUSSION: **FEDERAL LEGISLATION**

A. **S. 336: MARKETPLACE FAIRNESS ACT:**

Sponsor: Sen. Durbin

The United States Senate approved the "Marketplace Fairness Act" amendment to the FY2014 Budget Resolution; this is a litmus test, voted for by both of our Senators to show support for the Act. According to NLC, this vote officially puts the Senate on record in support of the Marketplace Fairness Act and the ability to collect sales taxes on Internet purchases.

Staff recommends support

B. **S. 31: PERMANENT INTERNET TAX FREEDOM ACT**

Sponsor: Sen. Ayotte

In committee

Sponsor: Senator Kelly Ayotte (R-NH) Under current law, state and local governments cannot (1) impose new taxes on internet access or (2) impose any multiple or discriminatory taxes on electronic commerce. This legislation would continue to preempt local taxing authority.

Staff recommends opposition

STATE LEGISLATION

A. TIF RESTRICTION

1. **HB 197: MUNI CD-TIF-SCHOOL DISTRICTS**

Sponsor: Rep. Mayfield

Passed committee

Provides that 3 years after a redevelopment project area is established, the portion of taxes levied by a school district located in the redevelopment project area shall be allocated

and paid to the school district in the manner required by law in the absence of the adoption of tax increment allocation financing.

IML & NWMC OPPOSE
Staff recommends opposition

B. THREATS TO MUNICIPAL REVENUE:

1. Local Government Distributive Fund (LGDF):

The Governor and select legislators are attempting to reduce LGDF by \$148 million dollars. According to Illinois Municipal League calculations, this impact would equal a reduction of \$11.50 per capita. The impact to Hoffman Estates, based upon 52,000 residents, would be \$598,000, which is a reduction of 13.3% of revenue budgeted from income tax for the 2013 budget. Since 2007, the Village has cut through attrition, reorganization, and layoffs of 18% of the municipal workforce. Since 2008, through the economy and legislative action of the Illinois General Assembly, income tax revenue will have fallen from a high of \$4,781,261 to \$3,902,000 in 2013 if this reduction in LGDF is approved. Staff is monitoring this item.

IML & NWMC OPPOSE, Village email sent

2. Sales Tax Sweep: SB 622
Public Act 3/8/2013

3. Property Tax Limitation Efforts:

Several pieces of legislation were introduced to restrict a municipality's ability to collect property tax revenue. Most of these bills did not proceed past committee.

HB 89 and HB 3041 passed committee and would prevent tax-capped local governments from collecting sufficient property taxes to keep up with inflationary increases. The limitation provided for in the bill would apply to those jurisdictions that experience a decline in assessed property value over that of the prior year.

IML & NWMC OPPOSE, Village email sent

C. PENSIONS

1. HB 1154: PUBLIC EMPLOYEE BENEFITS-TECH

Sponsor: Rep. Madigan

Passed House

Would cap pensionable salary at the Social Security level (with an exception that caps the pension for those with a higher salary at the time of adoption of the bill to their current salary).

2. SB 1: PEN CD-REFORM STATE SYSTEMS

Sponsor: President Cullerton

Passed Senate

Based upon the "offer and acceptance" model, under which employees would choose between compounded COLAs or subsidized retiree health insurance. This legislation does not include reforms to the municipal police and firefighter pension systems and only affects the Teachers' Retirement System. It is estimated to yield \$18-\$40 billion in savings over 30 years.

3. HB 1165: PUBLIC EMPLOYEE BENEFITS-TECH

Sponsor: Rep. Madigan

Passed House

This legislation would limit retiree cost-of-living increases for the state-funded systems (excluding judges) and is estimated to save \$100 billion over 30 years.

D. PSEBA

1. SB 1245: PUB SAFETY-CATASTROPHIC INJURY

Sponsor: Sen. Radogno

Passed committee

Reformed PSEBA and defines "catastrophic injury" as the consequences of an injury that permanently prevents an individual from performing any gainful work.

IML & NWMC SUPPORT

E. TELECOMMUNICATION LAW UPDATE

A new Telecommunication Act for 2013 is anticipated; however, AT&T has never met the requirements of the 2007 Act. There are several issues that must be addressed in any new Telecommunications law in Illinois.

AT&T is contending that since basic telephone service is now being offered as Voice over Internet Protocol service (VoIP) it should be deregulated, as Internet service is not regulated. This is a disingenuous argument as the telephone service will still be supplied over the same telephone network that it always has been, and using the same telephones. If telephone is still a basic life-line service for residents, there need to be regulations in place to insure that telephone service remains available and reliable to our residents, especially the elderly who rely heavily on land-line telephone service.

Shell bills HB 578 (Madigan), HB 1956, and HB 1957-REGULATION-TECH (Cross), have passed out of committee without any content. We will monitor these for future activity.

F. INSURANCE

1. SB 2339: JOINT SELF-INSURANCE POOLS

Sponsor: Sen. Mulroe

Passed committee

This legislation would require that participants be permitted to terminate participation in a risk pool with 90 days written notice. The bill also provides for more expansive regulation by the Illinois Department of Insurance. This includes annual filing requirements and vesting the Director with the authority to penalize for non-compliance with any requirement included within the bill. This bill imposes an arbitrary withdrawal notification period and would subject risk pools to onerous and possibly expensive regulations that would increase the cost of insurance to participating local governments such as Hoffman Estates.

IML & NWMC OPPOSE, Village letter sent

BILLS TO BE MONITORED

A. SB 9: PUBLIC UTIL-PERFORMANCE-BASED

Sponsor: Sen. Cullerton

Sent to the Governor

Would restore funding for the grid modernization program to improve reliability. Companion legislation is HB 2529.

B. SB 1681: UNIFIED FIRE PROTECTION DIST

Sponsor: Sen. Link

Passed committee

Would impose significant changes to consolidations between fire protection districts and municipal fire departments.

IML & NWMC OPPOSE

C. SB 1514: FOIA ATTORNEYS FEES

Sponsor: Sen. Biss

Passed committee

This legislation amends FOIA to expand the situations in which a public body would be liable to pay attorneys' fees.

IML OPPOSES SA#1

D. HB 86: VEH CD-PENALTIES: REGISTRATION

Sponsor: Rep. Jack D. Franks

Passed House 03/08/13

Provides that a violation of parking a vehicle with expired registration for the first time shall be subject to fines, penalties, fees, and costs not to exceed \$25 if age 62 or older.

IML & NWMC OPPOSE

E. HB 58: MUNI CD- CONTRACTS

Sponsor: Rep. Joe Sosnowski

Passed committee

Amends a prohibition on certain officers and employees of a municipality from having an interest in contracts to apply only to an officer or employee who is a member of the board of an investor-owned public service corporation.

IML SUPPORTS

F. HB 961: LOCAL GOV DIST FUND DEPOSIT

Sponsor: Rep. DeLuca

Passed committee

Requires stable and timely payments of LGDF revenue to municipalities and counties.

IML SUPPORTS

G. HB 1490: LABOR-ARBITRATION-EXCLUDE TAX

Sponsor: Rep. Kay

Passed committee

Restricts arbitrators from issuing awards on the premise a municipality can increase taxes to pay for the award.

IML & NWMC SUPPORT

BILLS THAT DID NOT EMERGE FROM COMMITTEE

- A. SB 36: CIV PRO-VEHICLE IMMOBILIZATION
- B. HB 98: PEN CD-REFORM STATE SYSTEM
- C. SB 1298: PUBLIC SAFETY EMP-TECH
- D. HB 1310: PROP TX-PTELL-EAV
(OPPOSE)
- E. HB 1308: INC TX-LONG TERM CARE CREDIT
(OPPOSE)
- F. HB 95: PTELL-EXTENSION LIMITATION
(OPPOSE)
- G. HB 1499: PROP TX-LEVY REDUCTION
(OPPOSE)
- H. HB 3285: REGULATION-TECH
- I. HB 1377: PENCD-DNST FIRE-ACT OF DUTY
(OPPOSE)
- J. HB 2872: OPEN MEETINGS REQUEST DURING MEETING
(OPPOSE)
- K. SB 1689: LOCAL ELECTORAL BOARDS ELIMINATION
(OPPOSE)
- L. SB 1222: LOCAL GOV EMPLOYEE-RAISE
(OPPOSE)
- M. HB 1282: PREVAIL WAGE EXEMPT TREE WORK
(SUPPORT)
- N. SB 1253: WRK OCC DISEASES-PARKINSON'S
(OPPOSE)
- O. HB 2237: INS CD-FIREMEN CONTINUANCE
(OPPOSE)

VILLAGE OF HOFFMAN ESTATES**Memo**

To: Jim Norris
From: Bruce Anderson
Regarding: Cable TV Report April 2013
Date: April 2, 2013

Citizen Segments

The Citizen covers the Year-In-Review.

Citizen Segments and Programs in development:

HEHS Concerts
Day-in-the-Life: Police
Regus Grand Opening
Baseball

St. Alexius Women & Children's Hospital Tour & Dedication

Will begin airing this month.

Concerts

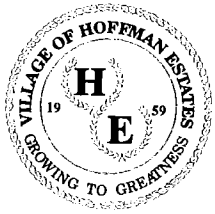
The HEHS Chamber Recital is running, with the Winter Band and Choral Concert to follow.

Sports

Weather cancelled the baseball games during March. We are scheduled to tape in April, weather permitting.

Complaints/Inquiries

This month there was one inquiry regarding an unburied cable this month and it is still outstanding.



HOFFMAN ESTATES

NB3

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES MANAGEMENT DEPARTMENT

Monthly Report

March 2013

Staffing Activity

New Starts: 3 – Fiscal Operations Manager (PT)
Crossing Guard
Alternate Crossing Guard

Separations: 1 – Alternate Crossing Guard

Transfers: 0

Retirees: 0

Promotions: 0

Reclassifications: 0

Change in Status: 0

Staffing:	Full Time Employees	332 budgeted	329 current
	Part Time Employees	52 budgeted	45 current
	Temporary Employees	1 budgeted	1 current
	Seasonal Employees	10 budgeted	0 current
	Paid Interns	5 budgeted	3 current

Month & Year-to-Date Activity:

0 Seasonals with	0 for year
0 Promotions with	8 for year
1 Separations with	3 for year
0 Retirements with	2 for year
0 Transfer with	1 for year

Recruitment Activity

Recruitment:

Accountant I (Part-time) – Finance

Internal and external posting. Fifteen (15) applications received. The position was posted on the Village website and social media. The interview team reviewed the applications and 5 candidates were chosen for skills testing. Testing began 3/14/2013 and interviews ran from 3/18/2013 – 3/21/2013. The interview team decided to call back three candidates for 2nd interview in early April.

Staff Assistant (Part-time)– Police

Internal and external posting. The position was posted on the Village website and social media. The interview team chose 9 candidates for skills testing and interview. Skills testing began on 3/11/2013 and 6 candidates interviewed on 3/15/2013. An offer was made to one candidate and a start date is pending pre-employment background screening.

Crossing Guard – Police

Internal and external posting. Two (2) applications received to date. The position was posted on the Village website, social media, Village electronic boards and other sources. A candidate was interviewed on 3/11/2013. An offer was made and the candidate started on 3/29/2013.

Customer Service Rep (Part-time) – Development Srvcs/Finance (2 openings)

Internal and external posting. Position posted and fifty-one applications received to date. The interview team reviewed the applications and chose 12 candidates for skills testing. Testing began 3/27/2013 and interviews are scheduled to begin 4/1/2013.

Alternate Crossing Guard – Police

Internal and external posting. 2 applications received to date. The position was posted on the Village website, social media, Village electronic boards and other sources. A candidate was interviewed on 3/11/2013. An offer was made and the candidate started on 3/29/2013.

Fiscal Operations Manager (PT) – Finance

The position was posted on the Village website and on the IGFOA website. The interview team reviewed the applications and selected three applicants for skills testing and interview February 25th – 27th. An offer was made and the candidate started on 3/22/2013.

Seasonal Worker – Public Works (10)

The position was posted on the Village website and social media sites, and 10 University and College career centers. The interview team is reviewing applications.

Summer Engineering Intern – Development Svcs. (2)

The position was posted on the Village website and social media sites, and 15 University and College career centers. Seventy-seven applications received. The interview team review the applications received and chose 4 for interview. An offer was made to one candidate and he is scheduled to start in May, pending pre-employment background screening. A returning intern from last summer is also scheduled to return in May.

Cable TV Intern (unpaid) – General Government (4)

Internal and external posting. Position posted on Village website, Village social media and with several area broadcasting schools. Two (2) applications received to date. Applications are reviewed by Cable TV Coordinator as they are received. One candidate was interviewed on 3/22/2013. Awaiting decision from the Cable TV Coordinator.

Labor/Management Relations

Contract Status:

Police (Metropolitan Alliance of Police - MAP Chapter 96) – Contract (Jan. 1, 2008 - December 31, 2012). Village and MAP 96 currently negotiating successor contract.

Fire (International Association of Firefighters - Local 2061) – Contract (January 1, 2009 – December 31, 2011). Village and Local 2061 arbitration on October 9, 2012. Briefs filed and awaiting arbitrator award.

Public Works (International Brotherhood of Teamsters, Local 714) – Contract (Jan. 1, 2013 – Dec. 31, 2015).

Police Sergeants (Metropolitan Alliance of Police – MAP-97) Contract (Jan. 1, 2009 – December 31, 2013).

Grievances: N/A

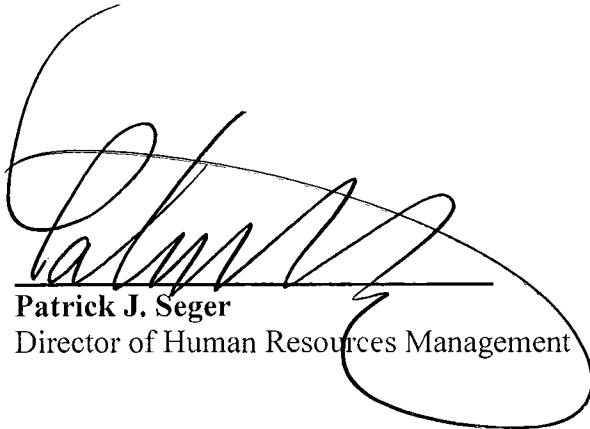
Personnel/Benefits/Employee Services

- Director of HRM conducted multiple FMLA training sessions for sworn Fire Department personnel.
- As IPELRA past President, Director of HRM attended the IPELRA Training Committee and Board meetings.
- Director of HRM participated in the Management Team meetings.
- Director of HRM participated in several MAP 96 CBA negotiation meetings in March.
- As staff liaison, the HRM Director attended Celtic Fest planning meetings.
- Risk Manager, HR Coordinator and Director of HRM participated EOP meeting with the EMA Coordinator.
- As IPBC Vice Chair, Director of HRM attended the IPBC Finance & Operations, Membership Development and Executive Committee meetings.
- Director of HRM met with Development Services and Finance Depts. to discuss staffing.
- HRM Staff met with Deputy Village Manager and Administrative Intern to continue review of the personnel policy manual.
- As staff liaison, the HRM Director attended Cultural Awareness Committee meetings.
- Director of HRM participated in Executive Arbitration Session with IAFF Local 2061 and Arbitrator.
- HR Specialist and Director of HRM sat in on an ICMA webinar regarding managing employee compensation.

Risk Management/Safety/Loss Control

- Continued to facilitate the proper handling of all open workers' compensation claims. Two (2) third party claims administrators are currently being used to administer the Village's workers' compensation claims.
- Conducted a mandatory random Federal Department of Transportation drug and alcohol test. There was no positive result.
- Coordinated the administration of several litigated liability claims being handled by the Village's third party claims administrator.

- Met with a representative from the Village's broker and carrier to discuss the 2013 insurance renewal.
- Continue to provide consultation related to risk management issues related to the Sears Centre.
- Provided continual written updates to appropriate management staff related to the status of several open workers' compensation claims.



Patrick J. Seger
Director of Human Resources Management

**HUMAN RESOURCES MANAGEMENT
MONTHLY STAFFING REPORT
March 2013**

RECRUITMENTS

POSITION TITLE: Customer Service Representative (Part-time)
DEPARTMENT: Development Services/Finance
DATE POSTED: 2/27/2013
AD DEADLINE: 3/13/2013
APPLICATIONS REC'D: 51
STATUS: Position posted and fifty-one applications received to date. The interview team reviewed the applications and chose 12 candidates for skills testing. Testing began 3/27/2013 and interviews are scheduled to begin 4/1/2013.

POSITION TITLE: Accountant I (Part-time)
DEPARTMENT: Finance
DATE POSTED: 2/13/2013
AD DEADLINE: 2/27/2013
APPLICATIONS REC'D: 15
STATUS: The position was posted on the Village website and social media. The interview team reviewed the applications and 5 candidates were chosen for skills testing. Testing began 3/14/2013 and interviews ran from 3/18/2013 – 3/21/2013. The interview team decided to call back three candidates for 2nd interview in early April.

POSITION TITLE: Staff Assistant (Part-time)
DEPARTMENT: Police
DATE POSTED: 2/6/2013
AD DEADLINE: 2/15/2013
APPLICATIONS REC'D: 56 applications received.
STATUS: The position was posted on the Village website and social media. The interview team chose 9 candidates for skills testing and interview. Skills testing began on 3/11/2013 and 6 candidates interviewed on 3/15/2013. An offer was made to one candidate and a start date is pending pre-employment background screening.

POSITION TITLE: Summer Engineering Intern - 2
DEPARTMENT: Transportation/Engineering
DATE POSTED: 2/20/2013
AD DEADLINE: 3/8/2013
APPLICATIONS REC'D: 77 applications received.
STATUS: The position was posted on the Village website and social media sites, and 15 University and College career centers. The interview team review the applications received and chose 4 for interview. An offer was made to one candidate and he is scheduled to start in May, pending pre-employment background screening. A returning intern from last summer is also scheduled to return in May.

POSITION TITLE: Summer Seasonal Workers - 10
DEPARTMENT: Public Works
DATE POSTED: 2/20/2013
AD DEADLINE: 3/8/2013
APPLICATIONS REC'D: 25 applications received.
STATUS: The position was posted on the Village website and social media sites, and 10 University and College career centers. The interview team is reviewing applications.

POSITION TITLE: Cable TV Intern – 4 (unpaid)
DEPARTMENT: General Government
DATE POSTED: 03/19/2013
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 2 applications received to date
STATUS: Position posted on Village website, Village social media and with several area broadcasting schools. Applications are reviewed by Cable TV Coordinator as they are received. One candidate was interviewed on 3/22/2013. Awaiting decision from the Cable TV Coordinator.

NEW STARTS

POSITION TITLE: Fiscal Operations Manager (Part-time)
DEPARTMENT: Finance
DATE POSTED: 1/29/2013
AD DEADLINE: 2/18/2013
APPLICATIONS REC'D: 18
STATUS: The position was posted on the Village website and on the IGFOA website. The interview team reviewed the applications and selected three applicants for skills testing and interview February 25th – 27th. An offer was made and the candidate started on 3/22/2013.

POSITION TITLE: Crossing Guard
DEPARTMENT: Police
DATE POSTED: 2/21/2013
AD DEADLINE: Until filled
APPLICATIONS REC'D: 2 applications received to date.
STATUS: The position was posted on the Village website, social media, Village electronic boards and other sources. A candidate was interviewed on 3/11/2013. An offer was made and the candidate started on 3/29/2013.

POSITION TITLE: Alternate Crossing Guard
DEPARTMENT: Police
DATE POSTED: 2/21/2013
AD DEADLINE: Until filled
APPLICATIONS REC'D: 2 applications received to date.
STATUS: The position was posted on the Village website, social media, Village electronic boards and other sources. A candidate was interviewed on 3/11/2013. An offer was made and the candidate started on 3/29/2013.

SUMMARY OF EMPLOYMENT ACTIVITY March 2013

	<u>Total Number</u>	<u>Position</u>
New Starts	3	Fiscal Operations Manager (PT) Crossing Guard Alternate Crossing Guard
Separations	1	Alternate Crossing Guard
Promotions	0	
Upgrades	0	
Downgrades	0	
Transfers	0	
Retirements	0	
Reclassifications	0	

SUMMARY OF SEASONAL/UNPAID INTERNS/ADDITIONAL ACTIVITY

N/A

ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
New Starts	6	PT Customer Service Rep PT Staff Assistant PT Accountant I PW Seasonals - 3
Separations	0	
Promotions	0	
Transfers	0	
Reclassifications	0	
Change in Status	0	
Retirements	0	
New Positions	0	
Eliminated Positions	0	

2013 EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	332	329
PART TIME EMPLOYEES	52	45
TEMPORARY EMPLOYEES	1	1
SEASONAL EMPLOYEES	10	0
INTERNS (PAID)	5	3
TOTAL	400	378

Total Vacancies:

Full Time

Budgeted – Posted	0	
Budgeted - Not Posted	3	Police Officer (2) Director of Code
TOTAL FULL TIME	3	

Part Time

Budgeted – Posted	3	Accountant I Staff Assistant (PD) Customer Service Rep
Budgeted-Not Posted	4	Staff Assistant (PD) -2 Clinic Nurse (HHS) - 2
TOTAL PART TIME	7	

RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
Full Time – Response to Recruitments	0	0
Part Time – Response to Recruitments	50	176
Seasonal Applicants	31	101
Unsolicited Applications/Walk-Ins	4	12
TOTAL	85	290

**HUMAN RESOURCES MANAGEMENT
EMPLOYMENT ACTIVITY
March 2013**

NEW HIRES

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
Laurel Warren	3/22/2013	Fiscal Operations Mgr.	N/A
Eliot Libner	3/29/2013	Crossing Guard	Lynn O’Halloran
Dawn Plizga	3/29/2013	Alternate Crossing Guard	Jen Nemec

SEPARATIONS

<u>Name</u>	<u>Termination Date</u>	<u>Position</u>	<u>Reason</u>
Jennifer Nemec	3/01/2013	Alternate Crossing Guard	Resigned

PROMOTIONS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
N/A			

TRANSFERS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
N/A			

RECLASSIFICATIONS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
N/A			

CANCELLATIONS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
N/A			

SEASONAL/UNPAID INTERNSHIPS/ADDITIONAL ACTIVITY

<u>Name</u>	<u>Effective Date</u>	<u>Position</u>	<u>Reason</u>
N/A			

**ADDITIONAL MONTHLY REPORT INFORMATION
March 2013**

# Anniversaries	<u>4</u>
# Interviews conducted during month	<u>14</u>
#Orientations conducted during month	<u>5</u>