

Memo

May 18, 2015

To: Mr. J. Damato
Ms. D. Cappiello

From: Gerry Benaquista
Director of Human Resources

Re: May 19, 2015 Agenda
Mrs. Lillian Detjen
Substitute Procurement Position

Please add a resolution for the May 19, 2015 agenda with the rollout of the new Aesop substitute calling system we will no longer need the Substitute Procurement position currently held by Mrs. Lillian Detjen. As discussed in the personnel committee meeting on May 12, 2015, this is to take effect **July 1, 2015**. In lieu of a 10 month employee being paid over the course of 12 months, Mrs. Detjen will receive her July and August pay.

Thank you,



Gerry Benaquista
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