

17.6.19
COVIT



21801 Torrence Ave., Sauk Village, IL 60411 - Phone (708) 758-3330 - (708) 758-1634

Wednesday, June 22, 2017

Dear Ms. Couch:

In regards to your previous FOIA request dated June 2, 2017, please find the following information as it pertains to the position of Administrative Assistant to Mayor Burgess:

- Date ordinance approved by Board of Trustees: N/A
- Copy of ordinance N/A
- Date advertised N/A
- Where published N/A
- Copy of ad N/A
- Date posted N/A
- Where posted N/A
- Copy of posting N/A
- Date of hire 05/10/2017
- Name Mary Klopp
- Salary \$9,600 per year
- Qualification & experience N/A
- Copy of resume N/A

The Administrative Assistant Position was appointed by the Mayor. The Chief Executive Officer of the Village of Sauk Village, Mayor Derrick Burgess, has full authority to appoint whomever he wishes as his Administrative Assistant to the Mayor's office. The position does not have to be posted.

Please see attached Village of Sauk Village offer letter.

Cordially

Dr. Aneta M. Straughter
Human Resources Consultant

cc: HR file
Mayor Burgess



21801 Torrence Ave., Sauk Village, IL 60411 - Phone (708) 758-3330 - (708) 758-1634

Wednesday, May 10, 2017

Dear Mary Klopp,

\$9,600 mo

It is my pleasure to officially extend you an offer of employment as an Administrative Assistant, with the Village of Sauk Village. This part-time position is being offered to you at the annual salary of \$12,000 with no health benefits. You will be required to sign a health disclaimer. Your part-time position as the Administrative Assistant to the Mayor and HR Consultant when needed will require you to complete a confidentiality form.

As discussed, your first day will be Wednesday, May 10, 2017. Listed below are required documents that you will need to bring with you on your first day of employment:

- Unexpired document(s) verifying identity and employment eligibility, as detailed on the last page of the I-9 document from List A or one document from each of List B and List C)
- A pre-encoded voided check or savings slip
- Names, addresses, birthdates and social security numbers for anyone you may wish to list as a beneficiary
- Name, address and phone number of emergency contact(s)

In addition to the documents above, you may find it helpful to review the Village Employee Handbook at your convenience to be familiar with policies and procedures of the Village. The Village will provide life insurance. You can enroll in the Illinois Municipal Retirement Fund.

A pre-employment criminal history check and / or fingerprinting is required of all Village employees which you will be required to take. Contingent of the outcome of the background check, your employment will be temporary until results are provided.

Please sign and date the section below to accept this offer letter of part-time employment. This is not a contract or a contract letter. This letter serves as an offer letter for new employment.

If you have questions prior to starting, please do not hesitate to contact me on my cell 708-927-0081. I am looking forward to having you join our team!

Sincerely,



Mayor Derrick Burgess

I, MARY KLOSS, accept the position of Administrative Assistant for the Village of Sauk Village under the terms of this offer and dated May 10, 2017.

Signed: Mary Kloss Date: 5/10/2017