



Wastewater Treatment Utility
500 South River Road
West Lafayette, Indiana 47906-4377
Phone: 765.775.5145
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TO: Board of Public Works and Safety

CC: Diane Foster, Human Resources
Nicole Stocks, Payroll

FROM: David Henderson
Utility Director

DATE: August 30, 2010

SUBJECT: NEW HIRE – AMY SPANN

I request Board of Works approval to hire Amy Spann for the position of Administrative Assistant for the Wastewater Treatment Utility. Amy will start on Tuesday, September 7, 2010, at the biweekly rate of \$1,360.00.

Amy has a bachelor's degree in Telecommunications from Purdue University. She has more than five years of administrative/accounting experience and will be a valuable addition to the Utility.