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M E M O R A N D U M

TO: West Lafayette Board of Public Works and Safety

CC: Diane Foster
Nicole Stocks

FROM: David M. Buck, P.E.
City Engineer

DATE: May 19, 2014

SUBJECT: **New Hire – Erin Cooper**
Office Manager – Engineering Department

I request permission to hire Mrs. Erin Cooper for the Office Manager position in the Engineering Department. Mrs. Cooper will start on Tuesday, May 27, 2014 at the bi-weekly rate of \$1,481.25. The salary for this position is budgeted with a 50/50 split between the Engineering, General Fund and Wastewater Utility budgets.

Mrs. Cooper is originally from Tangier, IN. She has worked for offices in both staffing and construction industries. Most recently, she worked as an Administrative Assistant for Robert Half International in Akron, OH.