

Memo

To: Lee Robinson, Finance Director
From: Guy Forchion, Director of Operations
CC: Lorenzo Williams
Date: 10/3/2006
Re: Performance Appraisal

The six (6) month performance appraisal for Lorenzo Williams SS#434-92-0237 has warranted a six (6%) increase in his hourly wages. Please increase Lorenzo's salary from \$7.50 per hour to \$7.95 effective 8/31/05.

A cost of living increase of six (6%) was due Lorenzo Williams SS#434-92-0237 effective 10/1/05.

The one (1) year performance appraisal for Lorenzo Williams SS#434-92-0237 has warranted a four (4%) increase in his hourly wages. Please increase Lorenzo's salary from \$8.43 per hour to \$8.77 effective 2/28/06.

Approved _____ David Shorter, Executive Director