



www.downers.us

**COMMUNITY RESPONSE
CENTER**

630.434.CALL (2255)

CIVIC CENTER

801 Burlington Avenue
Downers Grove
Illinois 60515-4776
630.434.5500
TDD 630.434.5511
FAX 630.434.5571

**FIRE DEPARTMENT
ADMINISTRATION**

6701 Main Street
Downers Grove
Illinois 60516-3426
630.434.5980
FAX 630.434.5998

POLICE DEPARTMENT

825 Burlington Avenue
Downers Grove
Illinois 60515-4783
630.434.5600
FAX 630.434.5690

**PUBLIC WORKS
DEPARTMENT**

5101 Walnut Avenue
Downers Grove
Illinois 60515-4074
630.434.5460
FAX 630.434.5495

**DEPARTMENT OF
COUNSELING AND SOCIAL SERVICES**

842 Curtiss Street
Downers Grove
Illinois 60515-4761
630.434.5595
FAX 630.434.5599

June 16, 2008

Robin A. Weaver
148 Derby Glen Drive
Glen Ellyn, IL 60137

RE: Offer of Employment
Interim Public Works Director

Dear Ms. Weaver,

The Village of Downers Grove is pleased to offer you an extension of your temporary employment as Interim Public Works Director for an additional six months through December 31, 2008.

Your work with the Village to date has been exceptional and I appreciate the approach you have taken to this position and your role as a key member of the Village Management Team.

Your salary will continue at an annualized rate of \$117, 291 which is the maximum existing pay range for the position. Since you are currently paid at the top of pay range, you will receive the annual performance merit increase in the form of a bonus equal to half of 3% of your base salary. All other benefits will continue unchanged, including your vacation accrual rate of 7.695 hours per pay period in addition to the exempt employee vacation bonus of 40 hours (annualized). As the job classification requires the Public Works Director to hold a state issued Civil Engineer license, the previously issued waiver is continued for the duration of the temporary appointment. Please be advised that the Village reserves the right to terminate your employment by providing 30 days written notice.

I look forward to your acceptance of this offer. If you have any questions regarding the position or the employment offer, please feel free to contact me at (630) 434-5526. Congratulations and I look forward to our continued work together.

Sincerely,

David Fieldman
Acting Village Manager

