

Memo

To: Village Board
Fr: Craig Berndt
Re: M. Mahloch Regular Employee Status
Date: August 14, 2013

Michael Mahloch was hired as a Water Utility operator on observation status six months ago. As such he is eligible for regular employee status at this time.

Michael's job performance has been reviewed, and a copy of his six month review has been forwarded to Tracy and placed in his personal file. Mike has done a good job and is satisfactory or better in all performance categories.

For this reason Michael Mahloch is recommended to regular employee status as of this date. We look forward to continued good work performance and a bright future for this individual.

Please let me know if you any questions.

Craig L. Berndt, P.E. *CLB*