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In recent months there has been a change in personal at the Highway Department, mostly due to retirements. I have found myself in need of re adjusting my current Employee Foreman list At this time, I feel it is necessary to move the following personal in to different job title.

I would like to move Thomas Ridgeway from his current position of Operator 2 to Foreman 1. Thomas is His current hourly rate is \$25.37 I would like his new rate be changed to \$34.00. This is in line with the current salary schedule.

I currently only have one foreman in the office when there is usually two at all times. Thomas has definitely earned his way between his experience and knowledge from former job and will be a asset to this department.

I would like these changes to take effect immediately or as soon as possible. Any questions or comments please do not hesitate to contact me.

Respectfully Submitted  
Bob Haver