



Jim Jandovitz
Center for Excellence
Director
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To: Rebecca Grill, City Administrator

From: Jim Jandovitz, Director of Information Technology

RE: Extension of Limited Term Telecommuting Agreement with Kathryn Perrone, IT Supervisor and Computer/Network Analyst

Date: May 12, 2016

I am requesting the extension of the existing agreement which allows Kathryn Perrone to continue to work at home for an additional 6 months. This additional time is needed until a suitable replacement is found. An unexpected delay in the approval of a new job description has delayed the hiring of a replacement. The Council on 10/6/2015 had previously approved the LTE position with Kathryn Perrone to work out of state for six months so a replacement could be found and her extensive technical knowledge can be transferred to this new replacement.

If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink, reading "Jim Jandovitz".

Jim Jandovitz,
Director of Information Technology