

**MEMORANDUM**

**TO:** Scott Niehaus, Village Manager  
**FROM:** Nicole Aranas, Assistant Village Manager  
**DATE:** February 11, 2015  
**SUBJECT:** **APPROVAL OF AN EMPLOYEE LEASING AGREEMENT  
GovTEMPUSA, LLC – HUMAN RESOURCES SERVICES**

Attached please find information pertaining to an Employee Leasing Agreement with GovTempUSA, LLC for Human Resources services on a temporary basis. The agreement and services are proposed to provide interim Human Resources assistance this Spring leading up to and during Human Resources Administrator Kathy Dunne's maternity leave.

The proposed agreement provides for the provision of a GovTemp employee to assist with Human Resource services beginning March 9, 2015 and continuing for a period up to three months, as needed. The temporary services are estimated to be up to 30 hours per week at an hourly rate of \$57.04 per hour with the Village determining the necessary coverage and paying only for actual hours worked. The total amount of the contract is not estimated to exceed \$20,534.40.

Please let me know if you have any questions or concerns.