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MEMO TO: ALL EMPLOYEES
FROM: HUGH ROSENBERG

Because of OEO prescribed budget limitations we are forced to make minor cut backs in all budgets. As a result the following regulations will be instituted immediately:

1. Headstart Teacher Aide pay scale will be increased to the new level immediately. All other employees will receive pay increases on anniversary dates of the present job.
2. All mileage reimbursement will be paid at 7¢ a mile. In addition, travel costs will be tight in the coming year and may necessitate monthly mileage allocations depending on costs incurred within the next 60 days.

HR/ea
4/2/68