



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

200 Hill Street, Poplar Grove, IL 61065

Phone: (815) 765-3201 – Fax: (815) 765-3571

www.villageofpoplargo.com

September 15, 2025

Katelyn Jaster
1005 Lincoln St.
Harvard, IL 60033

**RE: *Offer of Employment – Deputy Village Clerk / Community Development Assistant
Village of Poplar Grove***

Dear Mrs. Jaster:

Please allow this letter to serve as the Village of Poplar Grove's continued offer of full-time employment to you to serve as the Deputy Clerk for the Village of Poplar Grove.

The Village Deputy Clerk requirements and a summary of the job duties pertaining to the Community Development Assistant have previously been provided to you. Effective as of May 1, 2025. This position includes a wage rate of \$27.40 hourly which shall include two (2) paid 15-minute breaks and a one-half hour unpaid lunch period. Generally, your hours of work will be 8:00 a.m. to 4:30 p.m. Monday through Friday, although some weeks may require more hours depending on workload.

Other benefits offered as a part of this full-time employment include three weeks paid vacation, various paid holidays and sick time as provided by the Village of Poplar Grove Employee Handbook, an option for health insurance for you (subject to an employee contribution as outlined in the Employee Handbook), life insurance and a retirement benefit with the Illinois Municipal Retirement Fund.

Please be advised that this offer of employment is at-will and should not be construed to create a contractual relationship.

The Village Board looks forward to continuing to work together with you.

Sincerely,

Kristi Richardson
Village President

cc: Poplar Grove Board of Trustees

ACCEPTED:

Kate Jaster

Date