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To: Smith, AustinAustinSmith@gov.sc.gov
CC: Haltiwanger, KatherineKatherineHaltiwanger@gov.sc.gov
Godfrey, RobRobGodfrey@gov.sc.gov
Pisarik, HollyHollyPisarik@gov.sc.gov
Date: 7/27/2016 8:27:41 PM
Subject: Re: Richele's Transition

All that sounds right and I agree. Thanks Austin.

Sent from my iPhone

On Jul 27, 2016, at 5:18 PM, Smith, Austin <AustinSmith@gov.sc.gov> wrote:

Swati,

I'm sorry to disturb you on vacation. Richele told me today that she thinks her first day in our office is August 8. Assuming that we have seven working days until she shows up, a few issues need to be buttoned up as soon as possible.

First, we need to decide when and how to announce her departure from LLR and her hire in our office. We should be in good shape there, because Rob is working on a plan (including this so we'll all be on the same page).

Second, Richele asked about the terms of her employment, specifically her salary and her official start date for LLR transition purposes. She is assuming her salary will be the same as Holly's. Also, we may want to get some clarity on her successor at LLR before inking the official start date.

Third, we need to make the necessary preparations for her to hit the ground running (i.e. phone, computer, etc.).

We can get all this stuff going while you're out, but I want to make sure you're good with timing and direction.

Thanks,

Austin