



**State of South Carolina**  
**Office of The Lieutenant Governor**

**Kevin L. Bryant**  
Lieutenant Governor

**Office on Aging**  
**Darryl Broome**  
Director

May 12, 2017

Ms. Victoria E. Black  
81 Nursery Valley Drive  
Iva, SC 29655

Dear Ms. Black,

Congratulations and welcome to the Lieutenant Governor's Office.

This letter confirms our offer to you for the position of Public Information Director with the Lieutenant Governor's Office reporting to Danny Varat.

You are being offered a semi-monthly salary of \$2,500.00 which equates to an annual salary of \$60,000.00 based on 24 pay periods.

Your effective start date is May 15, 2017, and the Lieutenant Governor's Office hours are 8:30 am – 5:00 pm. Please work with your supervisor for your work hours once you start.

**ORIENTATION**

In order to ensure a smooth transfer to our agency, please report to the Lieutenant Governor's Office at 9:00 am to complete new hire paperwork. You may also complete your benefit enrollment, or you may schedule an appointment with our Benefits Administrator. For the benefit enrollment process you will need to supply your social security card.

**BACKGROUND INVESTIGATION**

The employment process at the Lieutenant Governor's Office requires that you successfully pass a criminal background investigation.

**EMPLOYMENT ELIGIBILITY REQUIREMENT**

Employers must verify identity and employment eligibility of new employees by completing an I-9 form within the first three (3) days of employment. Please see the attached listing of documents you must provide to complete the I-9 form.

To indicate your understanding of this offer, sign on the line provided and return the signed page. You may email the signed page to [rellison@aging.sc.gov](mailto:rellison@aging.sc.gov). If you should have any questions in the interim, please contact me at (803) 734-9883.

Sincerely,

*Ruchelle W Ellison*

Ruchelle Ellison  
Human Resources Liaison

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT

I understand and accept the terms of the job offer stated above.

*Victoria Black*

Name

*5/15/2017*

Date