

From: Haltiwanger, Katherine <KatherineHaltiwanger@gov.sc.gov>  
To: Smith, Austin <AustinSmith@gov.sc.gov>  
Patel, Swati <SwatiPatel@gov.sc.gov>  
CC: Pisarik, Holly <HollyPisarik@gov.sc.gov>  
Godfrey, Rob <RobGodfrey@gov.sc.gov>  
Date: 7/27/2016 7:04:20 PM  
Subject: RE: Richele's Transition

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Swati,

I am out of the office next week, so I would like to get her HR transfer completed before I leave Friday afternoon if possible. The main thing I need is her effective date and salary. I talked to Holly and Jim Ramsey this evening and he is working on getting Richele's IT needs taken care of in anticipation of an August 8 start date. He understands it is confidential at this point.

Thanks,  
Katherine

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From: Smith, Austin  
Sent: Wednesday, July 27, 2016 5:19 PM  
To: Patel, Swati  
Cc: Haltiwanger, Katherine; Godfrey, Rob; Pisarik, Holly  
Subject: Richele's Transition

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