

**From:** Brown, Pamela <Pamela.Brown@admin.sc.gov>  
**To:** Morris, Steve <smorris@aging.sc.gov>  
**Date:** 5/22/2017 8:59:54 AM  
**Subject:** FW: Revised Admin HR policies for your review  
**Attachments:** AD-001C.docx

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Good morning Steve,

Would you please read, print out and sign/date the attached form. Brenda asked me to collect the form and turn in to HR. Thank you in advance for your assistance.

Sincerely,  
Pamela Kay Brown  
*Administrative Coordinator*  
*Office of Executive Policy and Programs*

**The South Carolina**  
**Department of Administration**  
1205 Pendleton Street, Suite 470, Columbia, SC 29201  
(803) 734-3176

*The South Carolina Department of Administration (Admin) serves the citizens of South Carolina and agency partners by leading innovative efforts to provide secure, cost-effective, responsive and standardized services.*

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**From:** Coakley, Kelly  
**Sent:** Tuesday, May 09, 2017 4:12 PM  
**To:** \_Admin ALL (1) of (2) <\_AdminALL1@admin.sc.gov>; \_Admin ALL (2) of (2) <\_AdminALL2@admin.sc.gov>  
**Subject:** Revised Admin HR policies for your review

Admin employees,

Good afternoon. The South Carolina Department of Administration recently revised several Human Resources policies.

Please review the Human Resources policies listed on the attached acknowledgment form and sign your name in the space provided to acknowledge that you have received these policies.

**Employees should submit signed acknowledgment forms to their division's HR Liaison by May 22, 2017.**

If you are not sure who your HR Liaison is, please ask your supervisor.

**Please do not reply to this email with your signed form.**

Sincerely,

Kelly Coakley  
*Public Information Director, Office of the Executive Director*

**The South Carolina**  
**Department of Administration**  
1200 Senate Street, Suite 460, Columbia, SC 29201  
(803) 737-0555

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