

From: Haltiwanger, Katherine <KatherineHaltiwanger@gov.sc.gov>
To: Veldran, Katherine <KatherineVeldran@gov.sc.gov>
Date: 3/25/2014 3:19:14 PM
Subject: Beth Webb

Please proof and send any edits. Also, can you send me her resume? Do you want to have Haley take the card to Office Depot or do you want Carol to set-up her desk?

Beth Webb will be joining our staff on Monday, April 7 as a temporary employee. She will be making \$30 an hour and working 30 hours a week (budget 45k a year). As a temporary employee she will not gain leave and will take 2 weeks off a year. Also, she will not have benefits. She will report to Katherine Veldran. She will be working in the big room sitting behind Clark Packard.

Carol, we need to have her email, computer, phones (use existing phone and number=just reassign name), etc. set-up before she starts as Ted wants her to hit the ground running on the 7th. Her e-mail will be bethwebb@gov.sc.gov. Jason is working to purchase an IQ license for her. Also, we will need to get her business cards printed, which we need to approve before printing.

Mary, please send her an offer letter as well as schedule a time for her to come in for paperwork or mail it if she prefers that method.

Parking: Beth will park in 1F 750. Can this be deducted from her paycheck?

Let me know if you have any questions.

Thanks,
Katherine