

From: Loftus, Margaret [Margaret.Loftus@vermont.gov]
Sent: Tuesday, April 19, 2016 4:14 PM
To: Gingras, Jessica; Johnson, Harriet
Subject: RE: Good Standing

You will want to call and make verbal offer. Assuming she accepts then go ahead and agree to a start date. The best dates for her to start are 5/2 or 5/16, as that is the beginning of the pay period. But, if necessary – we can handle 5/9. Let me know what the start date is you agree to and I will generate an offer letter to her. Jes, this comes directly from VTHR so it is a standard letter but it includes the basics. Will send you a copy.

Just a reminder...the position in a PG 22 and step 1 is \$20.87 – which is where she will start.

This is a classified, confidential position so she will get the full benefits and participate in the defined benefit retirement plan. I assume she may have checked around the website and of course, we will have her attend orientation.

Think that covers it for now – let me know if you have questions.

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From: Gingras, Jessica
Sent: Tuesday, April 19, 2016 2:43 PM
To: Loftus, Margaret <Margaret.Loftus@vermont.gov>; Johnson, Harriet <Harriet.Johnson@vermont.gov>
Subject: RE: Good Standing

Thank you! Margaret – how do we go about creating a formal offer/start date?

-jg

Best,

Jessica Gingras
Director, Appointments to Boards and Commissions
Governor's Office

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From: Loftus, Margaret
Sent: Tuesday, April 19, 2016 2:40 PM
To: Gingras, Jessica <Jessica.Gingras@vermont.gov>; Johnson, Harriet <Harriet.Johnson@vermont.gov>
Subject: FW: Good Standing

Please be advised that **Jessica J. Blackman** IS in Good Standing with the Tax Department.

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