
OFFICE OF GOVERNOR RONNIE MUSGROVE
INTEROFFICE MEMORANDUM

TO: ENTIRE STAFF

FROM: BILL RENICK
FELICIA GAVIN

RE: RECEPTIONIST DUTY

DATE: AUGUST 28, 2002

As discussed at the Governor's retreat, this memo is to communicate the manner in which the receptionist desks will be staffed. Effective immediately and until Ginnie States assumes her duty back at the receptionist desk, Jeanette Lewis will staff the Woolfolk reception desk. The phone at the capitol will be forwarded to the Woolfolk switchboard. The following staff will be the relief staff for the receptionist desks: Sasha Dearman, Shanta Davis, Onnesta Carter, Kim Gross, Shannon McMullan, and Ginnie States. Each of the above staff will work approximately one hour every six days to relieve Jeanette for lunch and breaks. On occasions when Jeanette is out of the office, the schedule will be set to rotate in two-hour shifts.

Effective when Ginnie States returns to the Woolfolk receptionist desk, Jeanette Lewis will serve as relief staff for the Woolfolk receptionist desk. The phones at the capitol will continue to be forwarded to the Woolfolk receptionist desk. On occasions when Jeanette or Ginnie is out of the office, the other relief staff will be required to staff the receptionist desks. Only during special sessions or upon the Governor's request, will we staff the receptionist desk at the capitol. We will let you know how the receptionist desks will be staffed during the regular legislative session.

If you have any questions regarding this policy, please refer your questions to Felicia Gavin. Thanks.