



June 4, 2013

Blair Phelps  
Research Director  
Legislative Assembly  
Victoria BC

Via email: [Blair.Phelps@leg.bc.ca](mailto:Blair.Phelps@leg.bc.ca)

Dear *Blair*

**Re: Communications Director  
Strategic Leadership Role  
Government Communications and Public Engagement, Victoria**

On behalf of Government Communications and Public Engagement, I am pleased to offer you a regular Order-in-Council appointment as a Communications Director. Your assignment will be confirmed shortly. This appointment will be effective June 10, 2013, and is subject to confirmation by the Lieutenant Governor in Council. Your salary upon appointment is \$95,438.46 annually (or \$3,658.15 bi-weekly), which is 93% of the salary range established for this position. Your supervisor will be Kelly Gleeson, Assistant Deputy Minister, Communications and Media Relations.

Consistent with normal practice, you will be subject to a probationary period of 913 working hours, which is equivalent to six months of full-time employment. At the end of that time, if your performance has been satisfactory, your appointment will be confirmed.

As the duties of this position meet the requirements of the Security Screening Policy, a check must be completed. This offer of employment is subject to a satisfactory outcome of this criminal record check.

Following your formal acceptance of this offer, you will receive an email with a link to the terms and conditions of employment equivalent to those established for Category A appointments. The email will also contain details regarding start-up paperwork, where to report on your first day of work, and other important information.

In accordance with the Public Service Act, you will be required to swear or affirm an oath of employment. If you were previously employed by the BC public service and have already taken an oath, please advise Becky Hamilton or Linda Reed, Human Resources Coordinator, at 250 387-1420.

Acceptance of this offer confirms your agreement to comply with the Standards of Conduct for Public Service Employees, a copy of which has been included with this letter. A copy of "Your Benefits Package" is also attached to provide you with a summary of the benefit plans available to eligible employees.

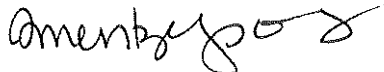
As an OIC appointee, you may have the choice of opting out of the Public Service Pension Plan, if eligible. You are automatically enrolled unless you complete a Waiver of Pension Coverage form within 30 days of the date of this appointment. Copies of this waiver may be obtained through Becky Hamilton or Linda Reed.

To indicate your acceptance of this appointment and agreement with the terms outlined in this letter, I ask that you sign in the appropriate space provided, include all requested information, and return this letter by fax to Government Communications and Public Engagement at 250 387-3534, no later than 4:00 p.m. on Thursday, June 6, 2013.

Failure to respond within the designated time frame will be considered a decline of the offer.

I wish you success in your new position. If you have any questions, please contact Denise Champion at 250 953-4685.

Yours truly,



Athana Mentzelopoulos  
Deputy Minister

pc: Kelly Gleeson, Assistant Deputy Minister, Communications and Media Relations  
Denise Champion, Executive Director, Corporate Services  
Connie Der, HR Services Representative, BC Public Service Agency

☐ I accept this offer and understand all the terms and conditions of this appointment, pending approval by the Lieutenant Governor in Council.

\_\_\_\_\_  
Blair Phelps

\_\_\_\_\_  
Date

Employee Number (if previous/current BC Government Employee): \_\_\_\_\_

Date of Birth (Year/Month/Day): \_\_\_\_/\_\_\_\_/\_\_\_\_

Social Insurance Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

☐ I decline this offer.

\_\_\_\_\_  
Blair Phelps

\_\_\_\_\_  
Date