



June 8, 2012

Ms. Alysia MacGrotty

s.22

Dear Alysia:

Re: Summer Intern, Youth Employment Program Level 2
Premier's Office, Victoria

I am pleased to offer you the above-noted appointment. Your salary upon appointment will be \$1,128.48 bi-weekly. This appointment is effective on June 18, 2012. The term of your employment is limited to August 31, 2012, however, as employment is dependent on work requirements and salary funds being available, this date may change. If the end date of your employment changes, you will be notified as soon as possible.

I will be your supervisor during your internship.

You will be excluded from union or association membership. The terms and conditions of your employment are available on the employee intranet and available to you when you start work, so that you will be familiar with them. If you have any questions, please let me know.

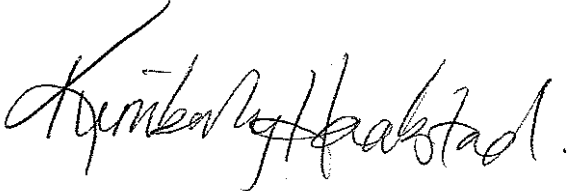
As the duties of this position meet the requirements of the Security Screening Policy, a check must be completed. You will be given this form to complete and return to this office for processing. This offer of employment is subject to a satisfactory outcome of this search. During your employment with the Premier's Office, you will be required to notify me in the event that you are arrested, charged or convicted of any criminal offence.

.... /2

As a new employee, there are certain documents necessary to commence payroll and others that are required as a condition of employment. The documents will be given to you for completion as quickly as possible after your start date to ensure timely payroll processing. The *Public Service Act* requires that you swear or affirm an oath of employment. Your acceptance of this offer confirms your understanding of and agreement to comply with the Standards of Conduct for Public Service Employees.

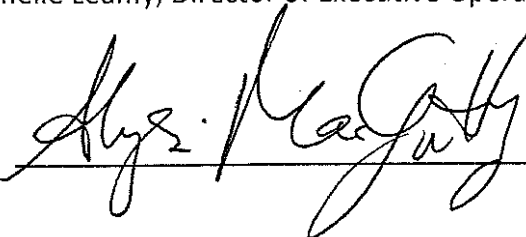
Please confirm your acceptance of this offer by signing below and returning the original to Michelle Leamy, Director of Executive Operations.

Yours truly,



Kim Haakstad
Deputy Chief of Staff, Operations
Office of the Premier

pc: Michelle Leamy, Director of Executive Operations

I accept  Date: June 11th 2012

I decline _____ Date: _____

Public Service Act

PUBLIC SERVICE OATH REGULATION

Form of oath

- 1 The prescribed form of oath for the purposes of section 21 of the *Public Service Act* is as follows:

As a member of the British Columbia Public Service, I, Alysia MacGoffy, [employee name] do solemnly swear/affirm [circle one] that I will

- 1 loyally serve the people of British Columbia through their democratically elected government,
- 2 honour and faithfully abide by the Standards of Conduct for Public Service Employees, and
- 3 to the best of my ability,
 - (a) act with integrity, putting the interests of the public and the public service above my own personal interest and avoiding all conflicts of interest, whether real or perceived,
 - (b) safeguard confidential information, not divulging it unless I am either authorized to do so or required to do so by law,
 - (c) base my advice, recommendations and decisions on the objective evidence that is available to me,
 - (d) serve the government impartially, and
 - (e) conduct myself honestly and ethically, in a manner that maintains and enhances the public's trust and confidence in the public service and does not bring it into disrepute.

Sworn/Affirmed [circle one] by me, at Victoria, this 11th day of June, 2012.

Alysia MacGoffy
Person giving Oath or Affirmation

Michelle Leamy
Person administering Oath or Affirmation

Note: this regulation replaces B.C. Reg. 51/87.

[Provisions of the *Public Service Act*, R.S.B.C. 1996, c. 385, relevant to the enactment of this regulation: sections 21 and 25]

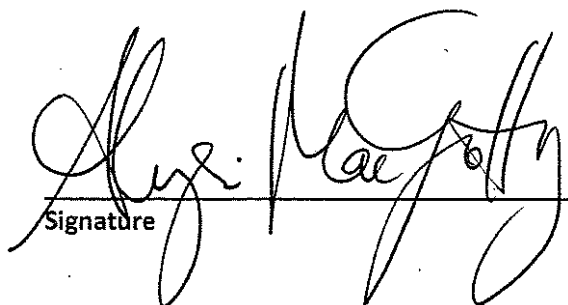
The **Standards of Conduct Policy** for BC Public Service employees can be read [online](#) and downloaded in [printable format](#).

The objectives of this policy are to describe the standards of conduct expected of employees and to define employer and employee responsibilities related to them. Some of the principles described in the policy statement are reflected in the [Oath of Employment](#) taken by all employees upon entering the Public Service.

Public Service employees who breach the Standards of Conduct may be subject to disciplinary action up to and including dismissal.

Please ensure you read the policy and adhere to its principles and procedures, noting especially the accountabilities of employees. **Sign the statement at the bottom of this page and return it to MyHR@gov.bc.ca within ten working days.** Retain the attached policy for your records.

I hereby acknowledge that I have received a copy of the policy on Standards of Conduct and that I have read and understood this policy.


Signature

Alycia MacGroth June 11th 2012
Name Date

Information and Communications Technology (ICT) Agreement

Information Management and Information Technology Management

I, Alysia MacGrothy, have received
a copy of the Standards of Conduct and Chapter 12, Core Policy and
Procedures Manual and understand my responsibilities regarding the
appropriate use of government information and communications
technology.

Alysia MacGrothy
Employee Signature

June 11th 2012
Date

Pc: BCP SA HR Client Services for Employee Personnel File