

Fagan Taylor, Kate PSA:EX

From: Mandur, Tracy PSA:EX
Sent: Monday, July 7, 2014 4:21 PM
To: Fagan Taylor, Kate PSA:EX; Chandla, Pam PSA:EX; Walters, Kim PSA:EX
Subject: Education Announcement

Deputy Minister Announcement Monday, July 7, 2014 - 14:46
Good afternoon everyone,

I'd like to take a moment to share some news with all of you.

S.22

S.22

While we are obviously going through a challenging period as a Ministry and as a sector, I want to be very clear that I support government's direction for education transformation here in British Columbia; S.22

S.22

B.C. has a remarkable education system, of which we should be proud. Just last Friday, we received some welcome recognition about the state of B.C.'s education system. The Organization for Economic Co-Operation and Development released a report that confirms B.C. has one of the best education systems, not only in Canada, but in the world. This echoed sentiments from a recent report by the Conference Board of Canada.

There is no doubt that these are challenging times, but I have been tremendously impressed with the hard work and dedication of every staff member of this Ministry, especially during this difficult period. It has been an honour to work with you, and I have no doubt that you will continue pursuing and achieving excellence throughout our education system.

I understand that a new Deputy Minister of Education will be announced in the coming days, and I have agreed to stay on until the end of July to ensure a smooth transition.

Thank you, and all the best.

Rob Wood, Deputy Minister

Regards,
Tracy

Tracy Mandur, Senior Advisor – Executive Talent Management
Executive Talent Management | Talent Management Division | BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 507-6245



Where ideas work

Fagan Taylor, Kate PSA:EX

From: Mandur, Tracy PSA:EX
Sent: Monday, July 7, 2014 5:15 PM
To: Fagan Taylor, Kate PSA:EX
Subject: RE: Education Announcement

No nothing urgent. Have a good evening ☺

From: Fagan Taylor, Kate PSA:EX
Sent: Monday, July 7, 2014 5:11 PM
To: Mandur, Tracy PSA:EX
Subject: Fwd: Education Announcement

I assume this is what you wanted to chat about!
Looking forward to discussing. Anything urgent on it

Begin forwarded message:

From: "Mandur, Tracy PSA:EX" <Tracy.Mandur@gov.bc.ca>
Date: July 7, 2014 at 4:20:51 PM PDT
To: "Fagan Taylor, Kate PSA:EX" <Kate.Fagan.Taylor@gov.bc.ca>, "Chandla, Pam PSA:EX" <Pam.Chandla@gov.bc.ca>, "Walters, Kim PSA:EX" <Kim.Walters@gov.bc.ca>
Subject: Education Announcement

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Where ideas work

Fagan Taylor, Kate PSA:EX

From: Silbernagel, Shelly M PSA:EX
Sent: Tuesday, July 8, 2014 8:48 AM
To: Kennedy, Kim EDUC:EX
Cc: Mandur, Tracy PSA:EX; Fagan Taylor, Kate PSA:EX
Subject: Relocation Repayment - Rob Wood
Attachments: Scanned20131011.pdf

Kim, further to your voice mail, I'm attaching Rob Wood's signed agreement for the repayment of relocation expenses. In the document it outlines the method of pro-rating and repayment. I'm about to take a conference call, but if you need to talk perhaps we can connect at 11 am.

Cheers
Shelly

Shelly Silbernagel | Director, Executive Recruitment
Executive Talent Management
Talent Management | BC Public Service Agency
4th Floor, 810 Blanshard Street | Victoria, BC | V8W 2H2 | 250.507-0867 *****Please note new number***



Where ideas work

Relocation Assistance and/or Househunting Expense Report and Assignment of Wages Agreement

☐ **Employee Applicants:** I acknowledge that I am moving and receiving relocation expenses as a result of a staffing action. As such, I agree to the following conditions.

OR

☒ **New Appointees:** In consideration of the assistance / reimbursement of expenses of \$35,000 as requested here to assist in the payment of my relocation and/or house hunting expenses in moving, I agree to the following conditions.


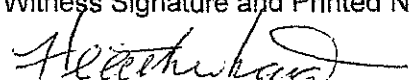
It is understood and agreed that should I resign from the service of the Government of British Columbia prior to completing 24 months of service, the amount of expenses / assistance granted to me will be repaid on the prorata basis of:

- One-twenty fourth of the total amount of relocation expenses / assistance and/or house hunting expenses received for each full and partial month, if any, that my employment falls short of 24 months full time (or equivalent service).
- Where the employee / appointee is at work beyond the 15th day of the final partial month, that final partial month will be considered to be a completed month of service for purposes of calculating the amount to be repaid.

For the purpose of repayment, the Minister of Finance is hereby authorized to recover any outstanding portions of the relocation assistance through payroll deduction or other remuneration deduction without further notice.

Nothing contained herein shall prejudice the right of the Ministry to recover any outstanding advance or portion thereof after termination of employment.

I understand and agree to these terms and conditions.

Date:	Employee's / New Appointee's Signature and Printed Name:
Oct 11, 2013	 Rob Wood, Deputy Minister, Ministry of Education
Date:	Witness Signature and Printed Name:
Oct. 11, 2013	

Complete and sign in duplicate and return two copies to the issuing office. Retain a copy for your personal records.

Note: Canada Customs and Revenue Agency may deem this to be taxable allowance and should be contacted directly for further information.

revised

RELOCATION - ROB WOOD

UP TO MAXIMUM OF \$35,000 - LETTER STATES

WITH RECEIPTS

All claims must be made to MEd's Financial Services Branch using the "Request For Payment" form.

ITEM	original ESTIMATE	up to 2yrs	ACTUAL claim nov 8/2013	RECEIPT REQD	STOB	T4A	BATCH
MOVING CARTAGE & RELATED INCIDENTALS							
PREMIER GATEWAY - (Moving company charges) to be reimbursed with original receipt	21,871.76		23,157.76	YES	5226	NO	
Incidentals (to cover hydro, telephone, hookup, permits etc) to be paid as a lumpsum	800.00		800.00	NO	5225	YES	
car rental 3 weeks Sept 29 - Oct 20th(family arrived on Sept 29th household furnishings arrived on Oct 24th			1,169.72	YES	5226	NO	
TRAVEL							
Airfare - Westjet reimbursed with original receipts for:							
S.22	614.00		639.00	YES	5226	NO	
Rob Wood	642.99		642.99	YES	5226	NO	
S.22	614.00		639.00	YES	5226	NO	
	614.00		639.00	YES	5226	NO	
REAL ESTATE CLOSING COSTS							
REAL ESTATE CLOSING COSTS ALLOWABLE to be reimbursed with <u>actual receipts</u> (note PSA policy maximum of \$8500 for sale of property and \$1000 for purchase of new property)	9,843.25	7,312.53		YES	5226	NO	
TOTALS	35,000.00		27,687.47				
Actual payment paid out to Rob as at July 9, 2014	27,687.47						
REPAYMENT:							
Total # of months of service	10 months	(based on start date: Oct 7th, 2013 and end date of July 31, 2014)					
Prorated amount owing to the Province of BC	16,151.02	(based on 14th months)					

Prepared Oct 24, 2013 NSK

updated July 9, 2014 NSK

Frelick, Neil MTIC:EX

From: Oliver, Chrissy PSA:EX
Sent: Tuesday, July 8, 2014 9:56 AM
To: Mandur, Tracy PSA:EX
Subject: FW: Information request - relocation expenses - Public Accounts - 08 Jul 14

Importance: High

Do you know anything about Rob Wood's repayment of relocation expenses? Thanks Tracy.

From: Plummer, Glen GCPE:EX
Sent: Tuesday, July 8, 2014 9:40 AM
To: Oliver, Chrissy PSA:EX
Cc: Tarras, Lynda PSA:EX
Subject: Information request - relocation expenses - Public Accounts - 08 Jul 14
Importance: High

Hi Chrissy,

Looking for information on two items:

1. Ministry of Education would like details regarding DM Rob Wood's relocation expenses. As DM Wood is leaving prior to completing 24 months of service, is government taking steps to recover relocation expenses? What is the process?

Not Responsive

I need to address these questions as soon as possible please.

Thanks,

Glen

Glen Plummer
Senior Communications Officer
Government Communications and Public Engagement
250 387-3514

Frelick, Neil MTIC:EX

From: Fayad, Deborah EDUC:EX
Sent: Wednesday, July 9, 2014 9:21 AM
To: Mandur, Tracy PSA:EX
Cc: Brethour, Ian R EDUC:EX
Subject: FW: Relocation Repayment - Rob Wood
Attachments: RELOCATION ROB WOODREVISED repayment.xlsx; Scanned20131011.pdf

Hi Tracy,

S.22 regarding the requirement for him to repay a portion of his relocation expenses in accordance with the attached agreement.

Could you follow up with Lynda and let me know if we should be taking any action to recover this from his remaining pay?

Thanks,

Deborah Fayad, CPA, CGA
Assistant Deputy Minister, Resource Management Division
Ministry of Education
Phone: 250-589-2480

From: Brethour, Ian R EDUC:EX
Sent: Tuesday, July 8, 2014 1:37 PM
To: Fayad, Deborah EDUC:EX
Cc: Shariff-Kassam, Nafisa EDUC:EX
Subject: FW: Relocation Repayment - Rob Wood

Hi Deb.

As mentioned earlier, Rob signed an employment agreement to repay any portion of relocation allowances received if employment is terminated prior before 24 months passing. The agreement was signed October 11/13 and the total amount received was \$27,687.47 Based on a departure of July 31/14, Nafisa has calculated that Rob will need to repay \$16,151.02.

S.22 Rob also has a car lease that will need to be terminated. Please ask Rob if he needs Nafisa to assist with taking care of his lease.

Thanks

Ian

Ian Brethour
Ministry of Education
5th Floor, 620 Superior Street, Victoria BC
Phone: 250-896-4861

From: Shariff-Kassam, Nafisa EDUC:EX
Sent: Tuesday, July 8, 2014 10:48 AM
To: Brethour, Ian R EDUC:EX

Cc: Kennedy, Kim EDUC:EX

Subject: RE: Relocation Repayment - Rob Wood

Hello:

Attached is the spreadsheet which provides the calculation of amount owing of \$16,151.02 with the detail of what has been paid to him to date.

PN: I have used the end date of July 31, 2014.

In addition, can you let me know who is taking care of his car lease?

Thanks

nafisa

From: Brethour, Ian R EDUC:EX

Sent: Tuesday, July 8, 2014 9:26 AM

To: Shariff-Kassam, Nafisa EDUC:EX

Cc: Kennedy, Kim EDUC:EX

Subject: FW: Relocation Repayment - Rob Wood

Hi Nafisa.

Kim has contacted PSA regarding Rob's pending departure and previous relocation allowance received. As per the email below and attachment provided, we should proceed with calculating the amount of repayment required due to termination of service before the minimum 24 month required period has expired. Let me know if you have any questions.

Thanks

Ian

Ian Brethour

Ministry of Education

5th Floor, 620 Superior Street, Victoria BC

Phone: 250-896-4861

From: Kennedy, Kim EDUC:EX

Sent: Tuesday, July 8, 2014 9:12 AM

To: Silbernagel, Shelly M PSA:EX

Cc: Mandur, Tracy PSA:EX; Fagan Taylor, Kate PSA:EX; Brethour, Ian R EDUC:EX; Beaton, Heather A EDUC:EX

Subject: FW: Relocation Repayment - Rob Wood

Good morning Shelley,

Thank you for your email response to my voice mail.

By way of cc on this note I am linking in Ian Brethour our Acting Chief Financial Officer with our Financial Services Branch to action the repayment and complete the transaction with Rob.

Thank you Shelley,

Kim



Kim Kennedy, CHRP

Assistant Director

5th Floor, 620 Superior Street
Victoria, BC V8T 9T6
S.17 (mobile)

This email may contain confidential and privileged material for the sole use of the intended recipient. Any review, use, distribution or disclosure by others is strictly prohibited. If you are not the intended recipient (or authorized to receive for the recipient), please contact the sender immediately and delete all copies of this message.

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Sent: Tuesday, July 8, 2014 8:48 AM
To: Kennedy, Kim EDUC:EX
Cc: Mandur, Tracy PSA:EX; Fagan Taylor, Kate PSA:EX
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4th Floor, 810 Blanshard Street | Victoria, BC | V8W 2H2 | 250.507-0867 *****Please note new number***



Where ideas work

RELOCATION - ROB WOOD
UP TO MAXIMUM OF \$35,000

All claims must be made to MEd's Financial Services Branch using the "Request For Payment" form.

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REAL ESTATE CLOSING COSTS					
REAL ESTATE CLOSING COSTS ALLOWABLE to be reimbursed with actual receipts (note PSA policy maximum of \$8500 for sale of property and \$1000 for purchase of new property)	9,843.25		YES	5226	NO
TOTALS	9,843.25	25,156.75			

revised

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WITH RECEIPTS

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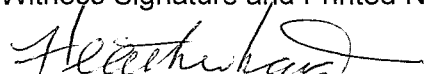
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I understand and agree to these terms and conditions.

Date: Oct 11, 2013	Employee's / New Appointee's Signature and Printed Name:  Rob Wood, Deputy Minister, Ministry of Education
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From: Silbernagel, Shelly M PSA:EX
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To: Kennedy, Kim EDUC:EX
Cc: Mandur, Tracy PSA:EX; Fagan Taylor, Kate PSA:EX; Brethour, Ian R EDUC:EX; Beaton, Heather A EDUC:EX
Subject: RE: Relocation Repayment - Rob Wood

Thank you.

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Assistant Director

5th Floor, 620 Superior Street
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Talent Management | BC Public Service Agency

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