

Reed, Linda GCPE:EX

From: Hermiston, Marilee PSA:EX
Sent: Friday, November 9, 2012 9:01 AM
To: Reed, Linda GCPE:EX
Cc: Heron, Janelle GCPE:EX; Hamilton, Becky GCPE:EX
Subject: RE: Sara MacIntyre

Good Morning Linda – yes, she absolutely does have an Oath of Employment on file.

Marilee Hermiston

From: Reed, Linda GCPE:EX
Sent: Friday, November 9, 2012 8:56 AM
To: Hermiston, Marilee PSA:EX
Cc: Heron, Janelle GCPE:EX; Hamilton, Becky GCPE:EX
Subject: Sara MacIntyre

Good morning Marilee

Could you please advise if Sara has an Oath of Employment on her PSA file. Thank you.

Linda Reed
Human Resources Coordinator
Government Communications & Public Engagement
4-617 Government Street
Victoria BC V8W 9V1

Phone(250) 387-1420
Fax (250) 387-3534

Reed, Linda GCPE:EX

From: TSS Contact Centre for BC Gov Payroll & HR Systems [MyPay@gov.bc.ca]
Sent: Thursday, November 8, 2012 3:29 PM
To: Reed, Linda GCPE:EX
Subject: TOL Request Form #143777 | Employee: S22 - MacIntyre, Sara | Action: Transfer In

TIME ON LINE

Employee Information Form



Attention: Linda Reed,

This request has NOT yet been confirmed, and will not be processed until you complete the next step.

The next step is to ensure the request is valid and that all information below is correct. Once you have reviewed the form, please Confirm or Cancel the request by clicking here.

If you require further assistance, please reply to this email or phone the Contact Centre at 1-877-277-0772 and refer to request # 143777.

Thank you.

Requested Action(s):

- Transfer

General Information:

Form Submitted By: Linda Reed
Submitter's Phone Number: 250-387-1420
Submitter's Email: linda.reed@gov.bc.ca

Employee Last Name: MacIntyre
Employee First Name: Sara
Employee Phone Number: 250-356-6482
Employee Email: Sara.MacIntyre@gov.bc.ca
Employee ID: S22
Business Unit/Department ID: 112 - 5298

Role Information:

Employee New Role: Employee - Time Entry
Primary Sign-off: Denise Champion ID: S22

Leave Approver: Dawn Stewart ID: s.22
Timekeeper: Linda Reed ID: s.22
NSO Report Designate: Denise Champion ID: s.22

Schedule Information

Schedule Start Date: 2012/11/05
Schedule End Date:
Full-time, Part-time or Hourly: Full-Time
Weekly Schedule: Monday-Friday
Special Code: N/A

Full-Time Schedule:

Shift Length (less meal break):
Meal Break:
Start Time of Shift (24hr): s.22
End Time of Shift:
First Modified Work Day (Flex):

Notes/Comments:

Manager NP Paytule

Reed, Linda GCPE:EX

From: Benefits Service Centre [BenefitsServiceCentre@telus.com]
Sent: Thursday, October 25, 2012 10:01 AM
To: Reed, Linda GCPE:EX
Subject: Sara MacIntyre S22 112-5298 [Your reference: 121025-000070]

Hello Linda,

We are pleased to respond to your recent inquiry with the BC Public Service Agency.

I can advise you that she does not have a change in group numbers.

Thank you for your inquiry to the Contact Centre. It has been a pleasure being able to assist you.

Please reply to this email if you wish to update this ticket.

Have a wonderful day!

Shaylene Hebert

Client Service Advisor
BC Public Service Agency together with TELUS Sourcing Solutions
TSS Contact Centre for BC Gov Payroll & HR Systems
Hours of Support - Monday to Friday 8:00am - 4:30pm
MyHR **250.952.6000** | Toll Free **1.877.277.0772**
AskMyHR: www.gov.bc.ca/myhr/contact

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Reed, Linda GCPE:EX

From: Benefits Service Centre [BenefitsServiceCentre@telus.com]
Sent: Thursday, October 25, 2012 9:11 AM
To: Reed, Linda GCPE:EX
Subject: Sara MacIntyre S22 112-5298 (Your Reference: 121025-000070)

Thank you for contacting the BC Public Service Agency. Your request has been received and is summarized below.

We have launched **AskMyHR**, our online service request and tracking feature. Visit this site today to submit new service requests or to view your service history. Please note that this new online feature has replaced our generic email address for the initiation of all new service requests.

BC Public Service Agency
MyHR 250.952.6000 | Toll Free 1.877.277.0772
AskMyHR: www.gov.bc.ca/myhr/contact

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Service Request Summary

Good morning

The above employee transferred from the Premier's office to Government Communications and Public Engagement on October 15 2012. She is wanting confirmation that her Pacific Blue Cross numbers did not change. Please confirm. Thank you.

Linda Reed
Human Resources Coordinator
Government Communications & Public Engagement
4-617 Government Street
Victoria BC V8W 9V1

Phone(250) 387-1420
Fax (250) 387-3534

Reed, Linda GCPE:EX

From: Reed, Linda GCPE:EX
Sent: Thursday, October 25, 2012 9:07 AM
To: 'BenefitsServiceCentre@telus.com'
Subject: Sara MacIntyre S22 112-5298

Good morning

The above employee transferred from the Premier's office to Government Communication s and Public Engagement on October 15 2012. She is wanting confirmation that her Pacific Blue Cross numbers did not change. Please confirm. Thank you.

Linda Reed
Human Resources Coordinator
Government Communications & Public Engagement
4-617 Government Street
Victoria BC V8W 9V1

Phone(250) 387-1420
Fax (250) 387-3534

Rowsell, Michelle GCPE:EX

From: Rowsell, Michelle GCPE:EX
Sent: Wednesday, October 24, 2012 3:48 PM
To: MacIntyre, Sara GCPE:EX
Subject: RE: To confirm

Hi Sara,

I've taking a quick peek and all looks in order. I'm going to ask my HR Coordinators to double-check, in particular that you don't need new benefits cards.

Can you sign into Pacific Blue Cross CaresNet with your current card ID numbers?

<http://www.pac.bluecross.ca/Corp/members/>

thanks,

M.

From: MacIntyre, Sara GCPE:EX
Sent: Wednesday, October 24, 2012 3:44 PM
To: Rowsell, Michelle GCPE:EX
Subject: To confirm

Hey there Michelle,

I am just wanting to make sure my pay is set for this week? Also
my benefits changed, like id and group number etc?

s.22

, have

Thanks.

S

Champion, Denise GCPE:EX

From: MacIntyre, Sara GCPE:EX
Sent: Saturday, October 27, 2012 5:17 PM
To: Champion, Denise GCPE:EX
Cc: Mentzelopoulos, Athana GCPE:EX
Subject: Re: Confirmation of Appointment

Thanks!

From: Champion, Denise GCPE:EX
Sent: Friday, October 26, 2012 05:04 PM
To: MacIntyre, Sara GCPE:EX
Cc: Mentzelopoulos, Athana GCPE:EX
Subject: Confirmation of Appointment

Sara,

Further to your reassignment letter, I am pleased to confirm that your appointment to Government Communications and Public Engagement as Strategic Issues Management Lead, was approved and ordered on October 24, 2012 under Order in Council 693/12.

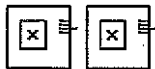
Welcome to GCPE!

Denise

Denise J. Champion

Executive Director, Corporate Services
Government Communications & Public Engagement
Phone: 250 953-4685
Fax: 250 387-3534

e-mail: Denise.Champion@gov.bc.ca



PROVINCE OF BRITISH COLUMBIA
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No.

693

, Approved and Ordered

OCT 24 2012


Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that the Schedule to Order in Council 656/2006 is amended by adding the following appointments:

Column 1 Name	Column 2 Appointment	Column 3 Role	Column 4 Terms & Conditions
Sara MacIntyre	Strategic Issues Management Lead, Government Communications and Public Engagement, Ministry of Citizens' Services and Open Government	Strategic Leadership	Category A

Not Responsive


Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Public Service Act, R.S.B.C. 1996, c. 385, s. 15

Other: OIC 656/2006

October 23, 2012

page 1 of 1

O/1043/2012/33

Rowsell, Michelle GCPE:EX

From: GCPE Service Desk GCPE:EX
Sent: Monday, October 22, 2012 10:08 AM
To: Rowsell, Michelle GCPE:EX
Subject: Sarah MacIntyre

Hi Michelle

Sarah has been notified that her account transfer is scheduled for first thing tomorrow morning. I will be notified when the transfer has been complete.

Her account will be disabled while the transfer takes place. I will inform you when it is done.

Thank you!

Jillian Milne
Technical Services Assistant
Systems Solutions and Architecture branch
Government Communications and Public Engagement
GCPE Service Desk Direct: 250 356 5000 | Mobile: 250 882 9471
GCPE.ServiceDesk@gov.bc.ca

GCPE Staff can now check out the [GCPE Tech Page on the 411](#)

The information in this email is confidential, and may be privileged. It is intended solely for the addressee. Any review, distribution, copying, printing or other use of this email by persons or entities other than the addressee is prohibited without the sender's consent. If you have received this communication in error, please notify the sender by replying to the message and delete it from your computer

Champion, Denise GCPE:EX

From: Champion, Denise GCPE:EX
Sent: Friday, October 19, 2012 4:59 PM
To: Hermiston, Marilee PSA:EX
Cc: Leamy, Michelle T PREM:EX
Subject: Transfer to GCPE: S. MacIntyre

Hi Marilee,

This will confirm that Sara MacIntyre has been transferred from the Premier's Office to GCPE, effective October 15, 2012. I have cc'd Michelle Leamy so she can provide Sara's employee and pay list numbers. She will transfer to position # 85688, Strategic Issues Management Lead, pay list # 112-5298, reporting to Athana Mentzelopoulos, Deputy Minister. All other terms and conditions of employment, including salary, remain the same.

Please feel free to follow up with me or Michelle as required.

Thank you!

Denise

Denise J. Champion

Executive Director, Corporate Services
Government Communications & Public Engagement
Phone: 250 953-4685
Fax: 250 387-3534

e-mail: Denise.Champion@gov.bc.ca



BC JOBS PLAN

The logo for govTogetherBC, featuring a stylized flower icon followed by the text "govTogetherBC".

Champion, Denise GCPE:EX

From: Champion, Denise GCPE:EX
Sent: Wednesday, October 17, 2012 12:43 PM
To: AG LSB OIC Requests, AG:EX
Subject: Request to Raise OIC

Good Afternoon,

Please initiate an OIC to amend the schedule to the General Appointment Order, 656/2006, to facilitate the following appointments:

<u>Column 1</u> Name	<u>Column 2</u> Appointment	<u>Column 3</u> Role	<u>Column 4</u> Terms & Conditions
Sara MacIntyre	Strategic Issues Management Lead, Government Communications and Public Engagement, Ministry of Labour, Citizens' Services and Open Government	Strategic Leadership	Category A

Not Responsive

Please advise if you require any additional information. I would appreciate receiving a copy of the approved Order once it is available,

Thank you!

Denise

Denise J. Champion

Executive Director, Corporate Services
Government Communications & Public Engagement
Phone: 250 953-4685
Fax: 250 387-3534

e-mail: Denise.Champion@gov.bc.ca



BC JOBS PLAN

govTogetherBC

Champion, Denise GCPE:EX

From: Mentzelopoulos, Athana GCPE:EX
Sent: Friday, October 19, 2012 11:27 AM
To: Champion, Denise GCPE:EX
Subject: Fwd: job description

Begin forwarded message:

From: "Mentzelopoulos, Athana GCPE:EX" <Athana.Mentzelopoulos@gov.bc.ca>
Date: 19 October, 2012 11:25:22 AM PDT
To: "MacIntyre, Sara PREM:EX" <Sara.MacIntyre@gov.bc.ca>
Cc: "Tarras, Lynda PSA:EX" <Lynda.Tarras@gov.bc.ca>
Subject: Re: job description

Hi there, I'm looking forward to you starting. We will line you up with parking at the building. Not sure about pass but will check and get back to you. Will send you a note this afternoon. You'll be working at s.15
Thanks!

On 2012-10-19, at 11:23 AM, "MacIntyre, Sara PREM:EX" <Sara.MacIntyre@gov.bc.ca> wrote:

Hi Athana,

Sounds good.

S22

s.22 So where and when do I show up on Monday? Do I need to get a new pass, turn my old one in? Also, what about this blackberry, and parking? I have a pass for the

s.15 I could still use I suppose.

Title and job description seem fine.

See you Monday.

From: Mentzelopoulos, Athana GCPE:EX
Sent: Tuesday, October 16, 2012 02:51 PM
To: MacIntyre, Sara PREM:EX
Subject: job description

Dear Sara – I understand from Lynda Tarras that you would like to discuss the job description for your position at GCPE. I have attached a draft that I would be happy to discuss with you. Is there a time that's good to connect? I am free after 4 p.m. today.

Thanks!

Athana

Order in Council Job Description

JOB TITLE: Strategic Issues Management Lead	LEADERSHIP ROLE: Strategic	CHIPS POS NUM: 85688
BRANCH / REGION / DISTRICT: Government Communications & Public Engagement, Victoria		DIVISION: Deputy Minister's Office
SUPERVISORS TITLE: Deputy Minister	LEADERSHIP ROLE: DM	CHIPS POS NUM: 84905

PROGRAM:

Government Communications and Public Engagement is a dynamic, progressive organization that supports the government in its ongoing dialogue with British Columbians. Government Communications and Public Engagement leads and coordinates government communications through its three divisions: Communications & Media Relations Services, Strategic Planning & Public Engagement; and, Corporate Services.

PURPOSE OF POSITION:

The Strategic Issues Management Lead, reports to the Deputy Minister, Government Communications and Public Engagement and is accountable for the following functions: strategic communications planning and project management; issues management; research and report preparation, and interest group communications.

NATURE OF WORK AND POSITION LINKS:

The Strategic Issues Management Lead, provides communications, project management and consultancy expertise on Government Communications and Public Engagement key files as assigned by the Deputy Minister. This position works closely with the Deputy Minister, Government Communications and Public Engagement and headquarters executive.

Position links:

- Deputy Minister, Government Communications and Public Engagement – to maintain daily contact for strategic issues management advice, coordination and project management
- Communications Directors and GCPE executive - on common issues, cross-government priorities, etc.
- External interest groups, partner businesses communities and intergovernmental peers- to identify concerns and facilitate opportunities
- Intergovernmental Affairs Secretariat Deputy Minister and Executive Committee to support strategic communications planning and implementation.

SPECIFIC ACCOUNTABILITIES:

- Works closely with the Deputy Minister, Government Communications and Public Engagement, to ensure that project assignments support corporate priorities and the Government Communications and Public Engagement service plan

Order in Council Job Description

- Works closely with GCPE Executive, Communications Directors and their staff in the provision of advice and services to ensure corporate consistency, efficiency and effectiveness and in keeping with government objectives
- Works in partnership with Communications Directors and other agencies on interministerial, interagency and joint interest group communications initiatives
- Works closely with the Intergovernmental Affairs Secretariat to provide communications advice and support to executive members and senior program staff
- Acts as Government Communications and Public Engagement project lead for interagency and interministerial assignments on key issues and initiatives as assigned by the Deputy Minister and in collaboration with Communications Directors.
- Delivers a broad range of strategic and tactical communications services for priority file assignments including: internal and external strategic communications planning; issues management; domestic and international media relations; government outreach programs; news releases and backgrounders; publications content; speech writing; web content; media monitoring; report research and writing; and legislative communications
- Provides input into Bureau planning processes and identifies product and service improvement opportunities and tactics.

ORGANIZATION CHART:

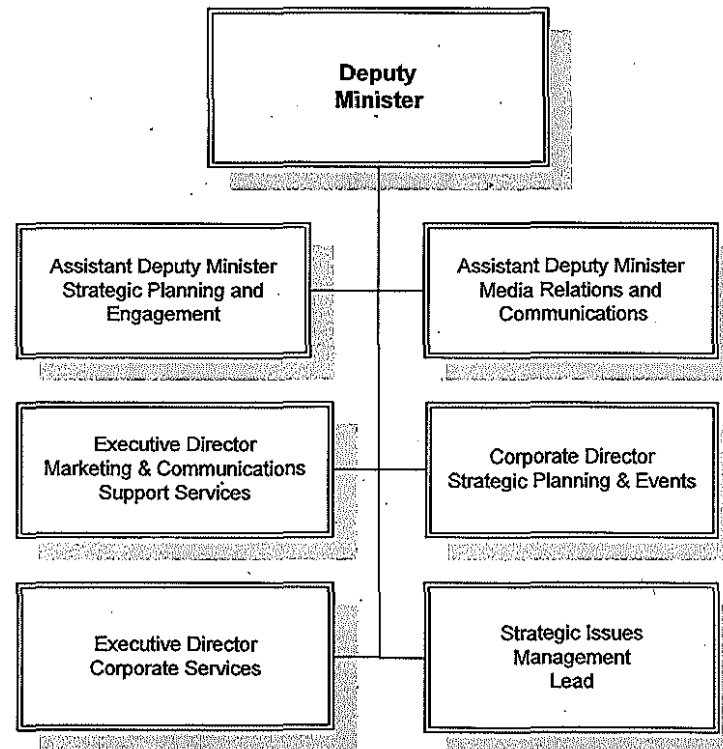
(see attached)

APPROVED:

INCUMBENT	DATE RECEIVED
IMMEDIATE EXCLUDED MANAGER	DATE APPROVED
HUMAN RESOURCE OFFICER	DATE EFFECTIVE

GOVERNMENT COMMUNICATIONS AND PUBLIC ENGAGEMENT

Executive



Hamilton, Becky GCPE:EX

From: Hamilton, Becky GCPE:EX
Sent: Wednesday, October 31, 2012 1:40 PM
To: Hermiston, Marilee PSA:EX
Cc: Reed, Linda GCPE:EX; Heron, Janelle GCPE:EX
Subject: MACINTYRE, Sara - BCPSA Start-up Forms

Hi Merilee,

Please find attached BCPSA forms for Sara MacIntyre. Please process/file accordingly.

Thanks.



MACINTYRE,
arah - BCPSA Start

Becky Hamilton

Human Resources Coordinator
Government Communications and Public Engagement
4th floor, 617 Government Street
Victoria BC

Telephone: 250 387-1420
Fax: 250 387-3534

Join the Healthy Families BC community...



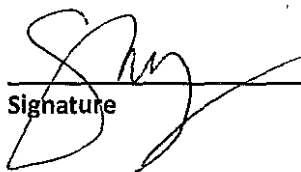
The **Standards of Conduct Policy** for BC Public Service employees can be read online and downloaded in printable format.

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

Sara MacIntyre
Name

Oct 31/12
Date

Sent to BAFSA on Oct 31/12 (BHT)

Brought to you by the

BC Public Service Agency

**GOVERNMENT COMMUNICATIONS AND PUBLIC ENGAGEMENT
PERSONAL AND EMERGENCY CONTACT INFORMATION**

This information is confidential and is covered by the provisions of the *Freedom of Information and Protection of Privacy Act*.

Please ensure you also update your information in Employee Self Service (ESS) for T4 and Pension Plan Statements. <https://timepay.gov.bc.ca/>.

PERSONAL INFORMATION	
NAME <u>SARA MALTBYRE</u>	
ADDRESS _____	
_____ S22 _____	
POSTAL CODE _____	PHONE _____ S22 _____

EMERGENCY CONTACT(S) - Person(s) you wish to be contacted in case of emergency.	
NAME _____	
ADDRESS _____	
_____ S22 _____	
PHONE _____	

NAME _____	RELATIONSHIP _____
ADDRESS _____	
_____	POSTAL CODE _____
PHONE #1 (HOME/WORK) _____	PHONE #2 (MOBILE) _____

MEDICAL ALERTS Please list any medical alerts/information you need us to be aware of in case of an emergency.


EMPLOYEE'S SIGNATURE

OCT. 22/12.
DATE

Once the form is complete, please scan and email to GCPE HR at CommCareers@gov.bc.ca or fax to GCPE HR at 250-387-3534.

Sent to BCPST on Oct 31/12 BH

Information and Communications Technology (ICT) Agreement

Information Management and Information Technology Management

I, SARA MACINTYRE, 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.


Employee Signature

Oct. 22/12
Date

Pc: BCPSA HR Client Services for Employee Personnel File

Sent to BC PSA on OCT 31/12 (BIT)