



July 23, 2013

Competition No. 005/13

Jason Keenan

S 22

Via email:

S 22

Dear Jason:

**Re: Communications Director  
Strategic Leadership Role  
Position # 84781; Pay list # 112-5294  
Jobs, Tourism and Skills Training Communications  
Government Communications and Public Engagement, Victoria, BC**

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 initial assignment will be to the Jobs, Tourism and Skills Training Communications office. Depending on operational requirements, you may be reassigned to another communications office within GCPE. This appointment will be effective August 8<sup>th</sup>, 2013, and is subject to confirmation by the Lieutenant Governor in Council. Your salary upon appointment is \$101,193.82 annually (or \$3,878.75 bi-weekly), which is 90% of the salary range established for this position. Your supervisor will be Kelly Gleeson, Assistant Deputy Minister, Communications and Media Relations. (JH)

I am pleased to advise you that Government Communications and Public Engagement will offer you relocation assistance. A copy of the Relocation Policy has been included with this letter. If you have any questions regarding relocation assistance, please contact Denise Champion at 250 953-4685.

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.

Government Communications and  
Public Engagement

Mailing Address:  
PO Box 9409 Stn. Prov Govt  
Victoria BC V8W 9V1

Location Address:  
4<sup>th</sup> Floor, 617 Government Street  
General Enquiries: 250 387-1337

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.

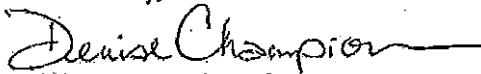
As an OIC appointee, you may have the choice of opting out of the Public Service Pension Plan, if eligible. You are automatically enrolled unless you complete a Waiver of Pension Coverage form within 30 days of the date of this appointment. Copies of this waiver may be obtained through Becky Hamilton 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 2:00 p.m. on Friday, July 26, 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.

  
Jason Keenan

24 July 2013  
Date

Employee Number (if previous/current BC Government Employee): S 22  
Date of Birth (Year/Month/Day): S 22  
Social Insurance Number: S 22

☐ I decline this offer.

\_\_\_\_\_  
Jason Keenan

\_\_\_\_\_  
Date

## **Heron, Janelle GCPE:EX**

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**From:** Loveless, Michelle GCPE:EX  
**Sent:** Wednesday, July 24, 2013 4:25 PM  
**To:** 'Jason Keenan'  
**Subject:** RE: quick question - start date

Ok...thanks for confirming.

I'll use this email as your request and make a manual note on the letter (I'll send you a copy once this is done).

We are going to communicate to the JTST team today and GCPE all staff today or tomorrow.

Looking forward to meeting you on August 8<sup>th</sup>!

Thanks,  
Michelle

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**From:** Jason Keenan [mailto: S 22  
**Sent:** Wednesday, July 24, 2013 4:17 PM  
**To:** Loveless, Michelle GCPE:EX  
**Subject:** Re: quick question - start date

Hi,

Thanks for asking. My last day here at  
have to make it the 8th.

S 22

so we'd

Does that work? Do I need to revise the letter?

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Jason

On Wed, Jul 24, 2013 at 4:15 PM, Loveless, Michelle GCPE:EX <[Michelle.Loveless@gov.bc.ca](mailto:Michelle.Loveless@gov.bc.ca)> wrote:

Hi Jason,

Just checking something....Denise thought you might have to change the start date, but you didn't mention this to me or scribble anything on your acceptance letter. So, are we OK to proceed and we'll see you on Tuesday, August 6<sup>th</sup>?

Thank you!

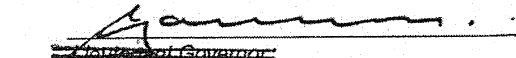
Michelle

Michelle Loveless (nee Rowsell)  
Manager, Human Resources  
Government Communications and Public Engagement  
Phone: [250.387.8067](tel:250.387.8067) | Fax: [250.387.3534](tel:250.387.3534) | Cell: [250.886-9655](tel:250.886-9655)

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

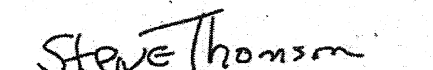
Order in Council No. 355, Approved and Ordered AUG - 2 2013

  
~~Lieutenant Governor~~  
Administrator

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the ~~Lieutenant Governor~~ <sup>Administrator</sup>, by and with the advice and consent of the Executive Council, orders that the Schedule to the General Appointment Order, 2006, Order in Council 656/2006, is amended by adding the following appointment:

<u>Column 1</u> Name	<u>Column 2</u> Appointment	<u>Column 3</u> Role	<u>Column 4</u> Terms & Conditions
Jason Keenan	Communications Director, Government Communications and Public Engagement, Ministry of Technology, Innovation and Citizens' Services	Strategic Leadership	Category A

  
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

August 1, 2013

page 1 of 1

O/456/2013/33

- Sent via email to PSA on Aug 12/13 (B.H.)



Where ideas work

## Standards of Conduct Acknowledgement

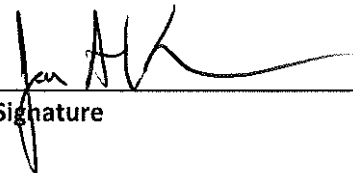
The **Standards of Conduct Policy** for BC Public Service employees can be read online and downloaded in printable format.

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

Jason A Keenan  
Name

12 Aug 2013  
Date

*Brought to you by the*

BC Public Service Agency

- Sent via email on Aug 12/13 (P11)

to PSA



Where ideas work

## Information and Communications Technology (ICT) Agreement

### Information Management and Information Technology Management

I, JASON A KEENAN, 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.

Jason A Keenan  
Employee Signature

12 August 2013  
Date

Pc: BCPSA HR Client Services for Employee Personnel File

- Sent via email to PSA on Aug 12/13 (B4)

B.C. Reg. 228/2007  
O.C. 436/2007

Deposited June 21, 2007  
effective September 30, 2007

**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, JANNA A. KEVIN, [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 12 day of August, 2013.

Janna A. Kevin  
Person giving Oath or Affirmation

Gemelle Heron  
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]

Not Responsive

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**From:** Heron, Janelle GCPE:EX  
**Sent:** Tuesday, July 30, 2013 1:47 PM  
**To:** Hermiston, Marilee PSA:EX; Der, Connie J PSA:EX  
**Cc:** Loveless, Michelle GCPE:EX; GCPE HR GCPE:EX  
**Subject:** Amended start date - Acceptance Letter for Jason Keenan  
**Importance:** High

Good afternoon,

Following up on Jason Keenan's Acceptance Letter, his start date has been amended and will now be **Monday, August 12, 2013.**

Thank you,

Janelle

**Janelle Heron, BCom**

Staffing and Development Officer, Human Resources  
Government Communications and Public Engagement

**Phone:** (250) 356-0100 | **Fax:** (250) 387-3534 | **Email:** [Janelle.Heron@gov.bc.ca](mailto:Janelle.Heron@gov.bc.ca)

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**From:** Heron, Janelle GCPE:EX  
**Sent:** Thursday, July 25, 2013 2:17 PM  
**To:** Der, Connie J PSA:EX; Hermiston, Marilee PSA:EX  
**Cc:** Gleeson, Kelly T GCPE:EX; Champion, Denise GCPE:EX; Stewart, Dawn M GCPE:EX; Loveless, Michelle GCPE:EX; Hamilton, Becky GCPE:EX; Reed, Linda GCPE:EX; GCPE HR GCPE:EX  
**Subject:** Acceptance Letter for Jason Keenan

Good afternoon,

Please note the following signed Acceptance Letter from **Jason Keenan** for your information and further action as required. Jason's start date is August 8, 2013.



KEENAN, Jason -  
Acceptance - O...



Thank you,

Janelle

**Janelle Heron, BCom**

Staffing and Development Officer, Human Resources  
Government Communications and Public Engagement

**Phone:** (250) 356-0100

**Fax:** (250) 387-3534

**Email:** [Janelle.Heron@gov.bc.ca](mailto:Janelle.Heron@gov.bc.ca)