



February 2, 2017

File: 1385-20/GRAC

Rianne Gracia
c/o Government Records Service
546 Yates Street, Victoria

Dear Rianne:

Re: TEMPORARY APPOINTMENT
Records Technician, Clerk 11
Position #00092598, PAYLIST #022-520
Ministry of Finance, Government Records Service

I am very pleased to offer you a temporary appointment to the above noted position for the period of January 3rd, 2017 to March 31, 2017. This appointment may be extended upon mutual agreement. The temporary appointment or any extension of the temporary appointment may be terminated at any time for operational or budget requirements and is conditional on the basis of satisfactory performance. Upon completion of this appointment, you will revert to your former or a comparable position and status.

Your salary upon appointment will be \$1,685.09 which reflects Grid 11, step 3.

I will be your supervisor.

You are required to join the BC Government Employees Union, (BCGEU). The collective agreement negotiated between the BCGEU and the Province of British Columbia is available on MyHR at <http://www2.gov.bc.ca/gov/content?id=5A3775FE597F4C8FB366C09E9BE6DFD6>, so that you will be familiar with the terms of your employment. 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. Please go to <https://www2.gov.bc.ca/assets/download/AC3F641011584F8690833C3F18EB1C61> for the Consent for Disclosure of Criminal Record Information Form. Complete this form and return it to this office as soon as possible. This offer of employment is subject to a satisfactory outcome of this search.

During your employment with the BC Public Service, you will be required to notify the Personnel Security Screening Office (Call 1-855-587-0185 and select the menu option for self-reporting an incident) in the event that you are arrested, charged or convicted of any criminal offence.

Please call me to confirm your acceptance of this offer, discuss further actions or if you have any questions.

I wish you success and look forward to working with you.

Yours truly,

Elizabeth Vander Beesen
Director, Divisional Operations, CIRMO

CC: AskMyHR

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March 2, 2017

File:1385-20/GRAC

Rianne Gracia
c/o Government Records Service
546 Yates Street, Victoria

Dear Rianne:

Re: TEMPORARY APPOINTMENT
Records Technician, Clerk 11
Position #00092598, PAYLIST #022-5206
Ministry of Finance, Government Records Service

I am very pleased to advise you the above noted appointment has been extended until September 4, 2017.

Your salary, duties and hours remain the same.

Yours truly,

Elizabeth Vander Beesen
Director, Divisional Operations, CIRMO

CC: Scan and submit a copy via [AskMyHR](#) for PeopleSoft entry



February 2, 2017

File: 1385-20/GRAC

Rianne Gracia
c/o Government Records Service
546 Yates Street, Victoria

Dear Rianne:

Re: Auxiliary Appointment
Records Technician, Clerk 11
Position #00092598, PAYLIST #022-5206
Ministry of Finance, Government Records Service

Thank you for your interest in the temporary opportunity with our Division. I am pleased to offer you the above noted appointment.

Your salary upon appointment will be \$1,685.09 which reflects Grid 11, Step 3.

I will be your supervisor.

This appointment is effective on February 6th, 2017.

Your status is that of an auxiliary employee and the term of your employment is limited to March 31, 2017 however as employment is dependent on work requirements, salary funds being available and the current workforce adjustment policy, this date may change. If the date of your layoff is changed, you will be notified as soon as possible.

You will be subject to a probationary period of 913 hours at straight time.

You are required to join the BC Government Employees Union (BCGEU). The collective agreement negotiated between the BCGEU and the Province of British Columbia is available on MyHR at <http://www2.gov.bc.ca/gov/content?id=5A3775FE597F4C8FB366C09E9BE6DFD6>, so that you will be familiar with the terms of your employment. 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. Please go to <https://www2.gov.bc.ca/assets/download/AC3F641011584F8690833C3F18EB1C61> for the Consent for Disclosure of Criminal Record Information Form. Complete this form and return it to this office as soon as possible. This offer of employment is subject to a satisfactory outcome of this search. During your employment with the BC Public Service, you will be required to notify the Personnel Security Screening Office (Call 1-855-587-0185 and select the menu option for self-reporting an incident) in the event that you are arrested, charged or convicted of any criminal offence.

Resources for new employees are located on MyHR at <http://www2.gov.bc.ca/gov/content?id=384D73369F2D4460A548DF3F927CE4CF>. In addition, information about our Welcome to the BC Public Service Program is located on MyHR at <http://www2.gov.bc.ca/gov/content?id=E449112887384D15A3D121DB28379583>.

As a new employee, there are certain documents necessary to commence payroll and others that are required as a condition of employment. The documents and instructions for completing and submitting them are available through the following website: <http://www2.gov.bc.ca/gov/content?id=ADED1A246C1D496FBAE19B7147C4BC71>. Please complete and submit these documents as directed 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. Details on how and where to complete the oath of employment are located at <http://www2.gov.bc.ca/gov/content?id=CBF57D6FE75F4133A387C726DC0A8792>

Your acceptance of this offer confirms your understanding of and agreement to comply with the Standards of Conduct for Public Service Employees. The Standards of Conduct documents are available on MyHR at <http://www2.gov.bc.ca/gov/content/careers-myhr/managers-supervisors/employee-labour-relations/conditions-agreements/policy>.

Please call me to confirm your acceptance of this offer, discuss further actions or if you have any questions.

I wish you success and look forward to working with you.

Yours truly,

Elizabeth Vander Beesen
Director, Divisional Operations, CIRMO

CC: [AskMyHR](#)

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Consent for Disclosure of Criminal Record Information



Where ideas work

PART 1 (To be completed by applicant/employee)

Surname s.22 GRACIA	Given Name (1) RIANNE	Given Name (2) MARIA	Email Address s.22 rianne.m.gracia@gov.bc.ca	
Address (no., street, apt.) s.22	City	Province BC	Postal Code s.22	Country Canada
Place of Birth s.22	Usual First Name or Alias Rianne	Maiden Name/Other Surnames s.22		

Failure to accurately disclose the above information is grounds for disqualification from employment or dismissal in the event that the information is discovered after employment.

PERMISSION, WAIVER and RELEASE:

Pursuant to Section 8(1) of the Privacy Act of Canada, and Sections 32(b) and 33.1(1)(b) of the British Columbia Freedom of Information and Protection of Privacy Act (FOIPPA), by my signature below I hereby consent to a check for records of criminal convictions, outstanding charges, and/or arrests. Other documents or information in the custody of the police, the court, corrections, or crown counsel may be accessed in order to assess any information found as a result of the criminal record check.

I authorize the release of this information to the Personnel Security Screening Office of the Ministry of Justice for the purposes of determining my suitability for a position in the BC Public Service. I understand that my consent will be retained on file. Subsequent to this record check, I agree to report any incident to the Personnel Security Screening Office if I am arrested, charged or convicted of any criminal offence or any other federal or provincial statutory offence, including any suspension of driving privileges but excluding any ticket-only driving infractions or municipal by-law contraventions. This information is collected by the British Columbia Public Service under s.26(c) of FOIPPA. Any questions about the collection and use of this information can be directed to an HR Service Representative at the BC Public Service Agency by submitting a request at [AskMyHR](#), phoning: 1-877-277-0772 or writing to: Manager, Contact Centre Operations, BC Public Service Agency 810 Blanshard St. Victoria, B.C. V8W 2H2

I hereby release and forever discharge (i) Her Majesty the Queen in Right of Canada, the Royal Canadian Mounted Police, their members, employees, agents and assigns, and (ii) Her Majesty the Queen in Right of the Province of British Columbia and all employees and agents of the Province of British Columbia from any and all actions, causes of actions, claims, complaints and demands for any form of relief, damages, loss or injury which may hereafter be sustained by myself, howsoever arising from the above authorized disclosure of information and waive all rights thereto.


Applicant/Employee Signature

2017-01-31
Date (Year, Month, Day)

PART 2 (To be completed by hiring manager)

Hiring Manager Surname	Hiring Manager Given name		
Ministry/Organization	Hiring Manager Phone Number	Hiring Manager Email Address (government email only)	

1. Initiate the criminal record check on this applicant by entering the information on this form into the Personnel Security Screening Office (PSSO) on-line service at this address: <https://justice.gov.bc.ca/pssol/>

2. Record entry into PSSO on-line service.

<input type="checkbox"/> Check here to confirm criminal record check request entered into PSSO online service	Reference Number (from PSSO online service after submission)
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3. Scan the first page of this form and send it to the BCPSA using an [AskMyHR service request](#). Enter "Consent for Security Screening" in the subject line. Select "Jobs & Hiring" then "Criminal Record Check Consent Form" in the service list. Attach the scanned document. Securely destroy the original.

Consent for Disclosure of Criminal Record Information



Where ideas work

NOTE:

- 1) Identity confirmation requirements. Originals (**NOT PHOTOCOPIES**) of your identification will be required by your hiring manager for verification.
- 2) In the event that you know that records will be discovered in the course of a search, please note directions below (under **Records**) for providing a submission for adjudication of a record.
- 3) Material collected under this consent may include other relevant law enforcement records as well as court records normally accessible to the public.

Identity Confirmation Requirements

A minimum of one primary and one secondary identification must be provided to the hiring manager for verification.

Primary ID	Secondary ID
Issued by ICBC: <ul style="list-style-type: none"> B.C. driver's licence or learner's licence (must have your photo) B.C. Identification (BCID) card Issued by provincial or territorial government: <ul style="list-style-type: none"> Canadian birth certificate Issued by Government of Canada: <ul style="list-style-type: none"> Passport Canadian Citizenship Card Permanent Resident Card Canadian Record of Landing/Canadian Immigration Identification Record 	<ul style="list-style-type: none"> School ID card (student card) Bank card (only if applicant's name is on card) Credit card (only if applicant's name is on card) Foreign birth certificate (a baptismal certificate is not acceptable) Canadian or U.S. driver's licence Naturalization certificate Canadian Forces identification Police identification Foreign Affairs Canada or consular identification Vehicle registration (only if applicant's signature is shown) Picture employee ID card Firearms Acquisition Certificate Social Insurance Card (new style without signature strip not acceptable) B.C. CareCard Native Status Card Parole Certificate ID Correctional Service Conditional Release Card

Records

A criminal records check will only occur as the last stage before an offer is made. If you are aware that records will be discovered, consider preparing the following information for the purposes of adjudicating the record and have it ready to submit when it is requested by the Personnel Security Screening Office of the Ministry of Justice.

- 1) A description of the records including, date and nature of occurrence and subsequent charges, convictions or administrative penalties.
- 2) A rationale as to why these records should not be considered relevant for this position.
- 3) A description of changes that have occurred in your life that makes these records of less relevance.
- 4) The names and contact information of additional personal references.