

## Hamilton, Becky GCPE:EX

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**From:** Hamilton, Becky GCPE:EX  
**Sent:** Monday, May 30, 2016 11:11 AM  
**To:** MYHR PSA:EX  
**Cc:** Reed, Linda GCPE:EX  
**Subject:** RE: Nick Koolsberger<sup>s.22</sup> 019-5298 [Incident: 160519-000308]

Hi Matt....Nick's last day with us was May 20<sup>th</sup> ....

**From:** MyHR [<mailto:myhr@gov.bc.ca>]  
**Sent:** Monday, May 30, 2016 10:22 AM  
**To:** Reed, Linda GCPE:EX  
**Subject:** Nick Koolsbergen<sup>s.22</sup> 019-5298 [Incident: 160519-000308]

Hi Linda  
s.22

Matt Norman  
Employee Service Administrator  
BC Public Service Agency together with TELUS Sourcing Solutions Inc.  
Please consider the environment before printing this e-mail. Thank you.

This email is for the sole use of the intended recipient and may contain confidential, proprietary and/or privileged information. If you receive this email in error, please contact the sender and delete this message from your computer.

Thank you for contacting the BC Public Service Agency.

Visit [AskMyHR](#) to create, update or track your service requests.

## Hamilton, Becky GCPE:EX

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**From:** Hamilton, Becky GCPE:EX  
**Sent:** Monday, May 30, 2016 10:56 AM  
**To:** Reed, Linda GCPE:EX s.22  
**Subject:** RE: Nick Koolsbergen 019-5298 [Incident: 160519-000308]

Does it really matter now...he has left?

**From:** Reed, Linda GCPE:EX  
**Sent:** Monday, May 30, 2016 10:50 AM  
**To:** Hamilton, Becky GCPE:EX s.22  
**Subject:** FW: Nick Koolsbergen 019-5298 [Incident: 160519-000308]

I thought Janelle sent it.

**From:** MyHR [<mailto:myhr@gov.bc.ca>]  
**Sent:** Monday, May 30, 2016 10:22 AM  
**To:** Reed, Linda GCPE:EX  
**Subject:** Nick Koolsbergen - s.22 019-5298 [Incident: 160519-000308]

Hi Linda  
s.22

Matt Norman  
Employee Service Administrator  
BC Public Service Agency together with TELUS Sourcing Solutions Inc.  
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Withheld pursuant to/removed as

s.22

## Hamilton, Becky GCPE:EX

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**From:** TSS\_Payroll.Services\_bcgov@telus.com  
**Sent:** Monday, May 30, 2016 8:46 AM  
**To:** Hamilton, Becky GCPE:EX  
**Subject:** Nick Koolsbergen - s.22 [Incident: 160524-000678]

Hi Becky,

I have processed the s.22 as requested for Nick Koolsbergen.

If you wish to update your ticket, please reply to this email.

Thank you,  
Caroline Mace  
Payroll Administrator  
Payroll Operations

Thank you for contacting the BC Public Service Agency.

Visit [AskMyHR](#) to create, update or track your service requests.

## Hamilton, Becky GCPE:EX

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**From:** MyHR <myhr@gov.bc.ca>  
**Sent:** Tuesday, May 24, 2016 2:20 PM  
**To:** Hamilton, Becky GCPE:EX  
**Subject:** Nick Koolsbergen <sup>s.22</sup>

[Incident: 160524-000678]

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

We are currently experiencing higher than normal request volumes, we appreciate your patience. Please do not send in multiple requests relating to the same query, as it can slow down response time.

Visit [AskMyHR](#) to create, update or track your service requests.

BC Public Service Agency

[AskMyHR](#)

MyHR 250.952.6000 | Toll Free 1.877.277.0772

### Service Request Summary

Attached forms for processing.

Thanks.

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s.22

# Government Communications and Public Engagement



411 Staffing Updates

## Staffing Updates

Last modified at 5/20/2016 4:07 PM by Heron, Janelle GCPE:EX [Edit this page]

### Page Rating

☆☆☆☆☆

### Categories

No categories were selected

### Recent wiki updates

Talent Retention.aspx

Talent Development.aspx

Talent Recruitment.aspx

Workforce Planning.aspx

AN\_BC Gov News\_Apr  
2016\_FINAL.pdf

AN\_BC Gov News\_Mar  
2016\_FINAL.pdf

On Call Editors.aspx

BCGovNews Analytics Overview -  
February 2016

By the Numbers: BC Gov News &  
Social Media statistics for January  
2016

GCPE Speaker Series.aspx

BC Gov News - Analytics Overview -  
2015 Annual Report\_FINAL.pdf

BC Gov News - Analytics Overview -  
Dec 2015\_FINAL.pdf

BC Gov News - Analytics Overview -  
November 2015.pdf

Creative Tree Cutouts.aspx

Photography Services.aspx

### May 20, 2016

- Nick Koolsbergen, Executive Director, Communications Operations assigned to Corporate Priorities and Communications Operations, is leaving GCPE for a new opportunity with BC Government Caucus. Nick's last day is May 20, 2016. All the best in your new role, Nick!
- Effective May 16, 2016 Lori Cascaden accepted a regular OIC appointment as Senior Public Affairs Officer assigned to Justice and Attorney General Communications. Congratulations, Lori!
- Effective May 24, 2016, James Mackenzie has accepted a regular OIC appointment as a Public Affairs Officer assigned to Jobs, Tourism and Skills Training Communications (backfilling for s.22 Welcome, James!

### May 13, 2016

- Effective May 9, 2016, Tiffany Nelson accepted a regular OIC appointment as the Communications Manager assigned to Justice and Attorney General Communications. Congratulations, Tiffany!  
s.22
- Julio Pastora, Events Coordinator assigned to Events Services in Vancouver, has accepted a temporary appointment opportunity with the Ministry of International Trade, effective May 16, 2016. We wish Julio the best of luck in his new role!
- Effective May 16, 2016, Carter Mann has accepted a regular OIC appointment as Events Coordinator assigned to Events Services in Vancouver. Welcome, Carter!
- Effective May 16, 2016, Kiran Grills, Executive Coordinator assigned to the Deputy Minister's Office, will be supporting Talent Services on a temporary basis to assist with a variety of current projects. Thanks, Kiran!
- Effective May 16, 2016, Meaghan Thorkelson, FOI Coordinator assigned to Workplace Support Services, has accepted a term-limited OIC appointment as Executive Coordinator assigned to the Deputy Minister's Office (backfilling for s.22 . Congratulations, Meaghan!

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

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**From:** Heron, Janelle GCPE:EX  
**Sent:** Friday, May 20, 2016 3:41 PM  
**To:** Champion, Denise GCPE:EX  
**Subject:** RE: For Review - Staffing Update, Mobile Access to Time and Leave and 617 Government LWS SharePoint Site

Sounds good!

**From:** Champion, Denise GCPE:EX  
**Sent:** Friday, May 20, 2016 3:40 PM  
**To:** Heron, Janelle GCPE:EX  
**Subject:** RE: For Review - Staffing Update, Mobile Access to Time and Leave and 617 Government LWS SharePoint Site

Let's send it out today... I mean, he's gone already...

**From:** Heron, Janelle GCPE:EX  
**Sent:** Friday, May 20, 2016 3:30 PM  
**To:** Champion, Denise GCPE:EX  
**Subject:** RE: For Review - Staffing Update, Mobile Access to Time and Leave and 617 Government LWS SharePoint Site

Thanks, Denise! I may hold off on sending so we can also announce Oriane. Unless you would like the notice about Nick to go out to all staff today?

Janelle

**From:** Champion, Denise GCPE:EX  
**Sent:** Friday, May 20, 2016 3:29 PM  
**To:** Heron, Janelle GCPE:EX  
**Subject:** RE: For Review - Staffing Update, Mobile Access to Time and Leave and 617 Government LWS SharePoint Site

All good so far....

**From:** Heron, Janelle GCPE:EX  
**Sent:** Friday, May 20, 2016 3:21 PM  
**To:** Champion, Denise GCPE:EX  
**Subject:** For Review - Staffing Update, Mobile Access to Time and Leave and 617 Government LWS SharePoint Site

Hi Denise,

Here is the next staffing update. Any changes/edits on your end?

Thanks!  
Janelle

Staffing update on the 411:

- Nick Koolsbergen, Executive Director, Communications Operations assigned to Corporate Priorities and Communications Operations, will be leaving GCPE for a new opportunity with BC Government Caucus. Nick's last day is May 20, 2016. All the best in your new role, Nick!



- Effective May 16, 2016 Lori Cascaden accepted a regular OIC appointment as Senior Public Affairs Officer assigned to Justice and Attorney General Communications. Congratulations, Lori!
  - Effective May 24, 2016, James Mackenzie has accepted a regular OIC appointment as a Public Affairs Officer assigned to Jobs, Tourism and Skills Training Communications (backfilling for s.22). Welcome, James!
- 

Email:

Visit 411 for recent Staffing Updates.

Easy access to Time and Leave

- You can now submit leave requests, or approve employee leave requests, from your mobile device!
- Find out more on @Work

LWS SharePoint site

- The 617 Government LWS Working Group Committee is updating the LWS SharePoint site regularly
- The latest document that may be of interest to you is the Environmental Graphic Conceptual package

Thank you,  
GCPE HR

## Jawanda, Kristen GCPE:EX

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**From:** Jawanda, Kristen GCPE:EX  
**Sent:** Friday, May 20, 2016 2:20 PM  
**To:** Koolsbergen, Nick GCPE:EX  
**Cc:** Heron, Janelle GCPE:EX; Stewart, Dawn M GCPE:EX; Gordon, Matt GCPE:EX  
**Subject:** Updated Checklist for your last day with GCPE - Nick Koolsbergen

Hi Nick,

Please see the updated checklist below, reflecting an accurate Finance section. Let me know if you have any questions.

As a reminder, please forward your <sup>s.22</sup> so we may forward to BC Public Service Agency.

Cheers,  
Kristen

**EMPLOYEE'S CHECKLIST:** We suggest you print this checklist for easy reference.

### H:DRIVE/LAN/EMAIL:

- ☐ Review contents of your email, desktop and H:Drive – all work-related documents must be moved to the shared drive/LAN and if appropriate, printed and filed
  - GCPE records must remain with GCPE.
  - As per established records management procedures all contents are to be records managed before you go – that means transitory documents deleted and records printed for filing.
- ☐ Personal documents should be copied and deleted – the contents of your H:Drive will be deleted after your last day with GCPE
- ☐ As your next position is within the BC public service if you would like your personal H: Drive and email/mailbox to be transferred you must first provide email approval from  
your new supervisor and your GCPE supervisor to Charles Macpherson and GCPE Service Desk as soon as possible. Transitory emails need to be deleted and GCPE documents records managed prior to the transfer. After which the remaining documents in the H: Drive and mailbox will be transferred to your new organisation. Note: only personal documents are included in the transfer approval. Any other documents must be deleted or records managed.
- ☐ IF you are seeking to transfer any GCPE documents related to your new position – you will require approval from your GCPE supervisor.
- ☐ EMAIL – Your account will be transferred to your new organization. In case of a delay in processing we recommend you activate an out of office auto-reply in order to redirect work related requests or inquiries to the appropriate contact in your work unit.
  - Sample wording for the out of office:  
Thank you for your email. I am no longer with GCPE. For all GCPE work-related information or questions, please contact (NAME) at (number) or via email at (email).

### ASSETS:

- ☐ Please see list below of Employee Access/Assets we have on record being assigned to you and review to ensure accuracy.
- For any questions or concerns regarding your IT assets, **please contact the GCPE Service Desk at 250 356-5000.**
  - For any questions or concerns regarding your Facilities assets, **please contact Gurmeet Sall at 250 387-1449 or Linda Gallant at 250 387-5282.**

**IT Assets:**

- Microsoft Surface Pro 3 serial # 12363652353; workstation # NC053092
- Microsoft Surface Pro docking station
- Microsoft Surface Pro Keyboard Cover
- Mobile phone (#250-361-6913) – please contact **GCPE Service Desk** to discuss options for transferring your phone number
- Reminder – Please return all mobile device holders/chargers/accessories/ear buds, etc.

Prior to returning your mobile phone asset please follow the instructions below for wiping all information from your mobile device. If you have any concerns or questions please contact [gcpe.servicedesk@gov.bc.ca](mailto:gcpe.servicedesk@gov.bc.ca) or 250 356-5000 during regular office hours, if you are trying to do this after hours you may also contact SSBC (Shared Services) at 250 387-7000.

Please refer to the instructions and links below for details on removing ("wiping") information from Apple, BlackBerry, Android and Windows devices.

- **To wipe an iPhone/iPad:** Settings > General> Reset> Erase All Content and Settings, enter AppleID password when required.  
Online information: [Perform a Security Wipe on an iPhone/iPad](#)
- **To wipe a BlackBerry 10 Device:** Settings > Security and Privacy>Security Wipe > enter BlackBerry ID password when required.  
Online information: [Perform a Security Wipe on the BlackBerry 10](#)
- **To wipe a Legacy BlackBerry Device:** Options > Security > Security Wipe (select user installed apps, remove or wipe media card as required).  
Online information: [Perform a Security Wipe on a Legacy BlackBerry](#)
- **To wipe an Android Device:** Settings > Accounts> Backup and reset>Factory data reset, enter Goggle Account password when required.  
Online information: [Perform a Security Wipe on an Android Phone](#)
- **To wipe a Windows Phone Device:** Settings > About > Reset your phone.  
Online information: [Perform a Security Wipe on a Windows Phone](#)

**Facilities Assets:**

- Building card
- Leg ID
- Blue Bird cab card Account #s.17
- Please also return any ministry assigned assets (building access cards, bike lock up, building keys, etc.)

- ☐ Return all assigned assets and desk/office keys to your supervisor on your last work day

- ☐ Please ensure your mobile device account is up-to-date before you leave
  - **Contact Jake Morris at 250-387-1337** to confirm your balance and arrange for final payment(s)
  - Payment can be made by cash or cheque payable to the Minister of Finance. Please send to Jake Morris – 4<sup>th</sup> floor, 617 Government Street.
- ☐ If applicable, provide your landline voicemail password to your supervisor, Gurmeet Sall and tape password to your phone receiver on your last day.

#### FINANCE:

- ☐ For any outstanding Accountable Advances (Pettycash or other accountable advances, if applicable) please contact Dawn Stewart at 250 356-8595 or Tracey Doidge at 250 356-7513.

#### ADDRESS CONFIRMATION:

- ☐ As you are remaining in the public service, please continue to keep your address updated in ESS (Employee Self Service)
- ☐ Steps - click on **Self Service (PeopleSoft) tab**, click the **employee self service icon**, click **"Personal Information Summary"**, select **Home and Mailing address** and **change** your address accordingly
  - This is very important as T4s, Pension information, etc. is sent to your home address using the Employee Self Service site and it is up to each employee to make sure it's up-to-date

#### YOUR PAYROLL/BENEFITS/PENSION:

- ☐ Payroll: If you have any questions or concerns regarding **payroll** please call 1-877-277-0772 (Victoria or Vancouver – 250-952-6000) and make sure you have your employee id # ready (choose a selection, then press zero to get a consultant)
- ☐ Benefits: If you are remaining in an excluded position Extended Health and Dental benefits will be the same. If you are moving to an included (union) position, you will receive benefits for bargaining unit employees
- ☐ Pension: Any questions about Pensions must be routed to the BC Pension Corporation ([www.pensionsbc.ca](http://www.pensionsbc.ca)) directly. Contact information: Victoria – 250-953-3033; Toll-free in BC – 1-800-665-3554

#### EXIT INTERVIEW:

- ☐ You will be contacted by GCPE HR to schedule an exit interview.

#### MyPerformance Profile:

- ☐ Update your 2015/16 MyPerformance Profile with your supervisor. As you are moving to another ministry, you will follow their ministry cycle.

If you have questions, please call GCPE HR Coordinators: Becky Hamilton (Mon-Wed) or Linda Reed (Thurs & Fri) @ 387-1420.

Thank you and best of luck in your future endeavours!  
GCPE HR

## Jawanda, Kristen GCPE:EX

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**From:** Jawanda, Kristen GCPE:EX on behalf of GCPE HR GCPE:EX  
**Sent:** Thursday, May 19, 2016 1:47 PM  
**To:** Koolsbergen, Nick GCPE:EX  
**Cc:** Gordon, Matt GCPE:EX; Heron, Janelle GCPE:EX; Reed, Linda GCPE:EX; Hamilton, Becky GCPE:EX; GCPE HR GCPE:EX; GCPE Service Desk GCPE:EX; Stewart, Dawn M GCPE:EX; Sall, Gurmeet GCPE:EX; Gallant, Linda GCPE:EX; Morris, Jake GCPE:EX  
**Subject:** Checklist for your last few days with GCPE - Nick Koolsbergen

Hi Nick,

We have received <sup>s.22</sup> and your last day working with GCPE will be: May 20, 2016. As well, we understand you'll be remaining in the public service and moving to a new position with the BC Government Caucus. Congratulations!

Please review and ensure you complete the following checklist prior to your last day.

**EMPLOYEE'S CHECKLIST:** We suggest you print this checklist for easy reference.

### H:DRIVE/LAN/EMAIL:

- ☐ Review contents of your email, desktop and H:Drive – all work-related documents must be moved to the shared drive/LAN and if appropriate, printed and filed
  - GCPE records must remain with GCPE.
  - As per established records management procedures all contents are to be records managed before you go – that means transitory documents deleted and records printed for filing.
- ☐ Personal documents should be copied and deleted – the contents of your H:Drive will be deleted after your last day with GCPE
- ☐ As your next position is within the BC public service if you would like your personal H: Drive and email/mailbox to be transferred you must first provide email approval from your new supervisor and your GCPE supervisor to Charles Macpherson and GCPE Service Desk as soon as possible. Transitory emails need to be deleted and GCPE documents records managed prior to the transfer. After which the remaining documents in the H: Drive and mailbox will be transferred to your new organisation. Note: only personal documents are included in the transfer approval. Any other documents must be deleted or records managed.
- ☐ IF you are seeking to transfer any GCPE documents related to your new position – you will require approval from your GCPE supervisor.
- ☐ EMAIL – Your account will be transferred to your new organization. In case of a delay in processing we recommend you activate an out of office auto-reply in order to redirect work related requests or inquiries to the appropriate contact in your work unit.
  - **Sample wording for the out of office:**  
Thank you for your email. I am no longer with GCPE. For all GCPE work-related information or questions, please contact (NAME) at (number) or via email at (email).

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  - For any questions or concerns regarding your Facilities assets, **please contact Gurmeet Sall at 250 387-1449 or Linda Gallant at 250 387-5282.**

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- Microsoft Surface Pro 3 serial # 12363652353; workstation # NC053092
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- Mobile phone (#250-361-6913) – please contact **GCPE Service Desk** to discuss options for transferring your phone number
- Reminder – Please return all mobile device holders/chargers/accessories/ear buds, etc.

Prior to returning your mobile phone asset please follow the instructions below for wiping all information from your mobile device. If you have any concerns or questions please contact [gcpe.servicedesk@gov.bc.ca](mailto:gcpe.servicedesk@gov.bc.ca) or 250 356-5000 during regular office hours, If you are trying to do this after hours you may also contact SSBC (Shared Services) at 250 387-7000.

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Online information: [Perform a Security Wipe on an iPhone/iPad](#)
- **To wipe a BlackBerry 10 Device:** Settings > Security and Privacy>Security Wipe > enter BlackBerry ID password when required.  
Online information: [Perform a Security Wipe on the BlackBerry 10](#)
- **To wipe a Legacy BlackBerry Device:** Options > Security > Security Wipe (select user installed apps, remove or wipe media card as required).  
Online information: [Perform a Security Wipe on a Legacy BlackBerry](#)
- **To wipe an Android Device:** Settings > Accounts> Backup and reset>Factory data reset, enter Goggle Account password when required.  
Online information: [Perform a Security Wipe on an Android Phone](#)
- **To wipe a Windows Phone Device:** Settings > About > Reset your phone.  
Online information: [Perform a Security Wipe on a Windows Phone](#)

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- Building card
- Leg ID
- Blue Bird cab card Account #s.17
- Please also return any ministry assigned assets (building access cards, bike lock up, building keys, etc.)

- ☐ Return all assigned assets and desk/office keys to your supervisor on your last work day

- ☐ Please ensure your mobile device account is up-to-date before you leave
  - **Contact Jake Morris at 250-387-1337** to confirm your balance and arrange for final payment(s)
  - Payment can be made by cash or cheque payable to the Minister of Finance. Please send to Jake Morris – 4<sup>th</sup> floor, 617 Government Street.
- ☐ If applicable, provide your landline voicemail password to your supervisor, Gurmeet Sall and tape password to your phone receiver on your last day.

#### FINANCE:

- ☐ For any outstanding Accountable Advances (Pettycash, Relocation Assistance or other accountable advances, if applicable) please contact Dawn Stewart at 250 356-8595 or Tracey Doidge at 250 356-7513.
- ☐ **Relocation Assistance** – Contact Dawn Stewart at (250) 356-8595 to confirm amount owing as it will be taken from your final pay. Should your final pay not cover this – please send a cheque ASAP to Dawn Stewart.

#### ADDRESS CONFIRMATION:

- ☐ As you are remaining in the public service, please continue to keep your address updated in ESS (Employee Self Service)
- ☐ Steps - click on **Self Service (PeopleSoft) tab**, click the **employee self service icon**, click “**Personal Information Summary**”, select **Home and Mailing address** and change your address accordingly
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#### EXIT INTERVIEW:

- ☐ You will be contacted by GCPE HR to schedule an exit interview.

#### MyPerformance Profile:

- ☐ Update your 2015/16 MyPerformance Profile with your supervisor. As you are moving to another ministry, you will follow their ministry cycle.

If you have questions, please call GCPE HR Coordinators: Becky Hamilton (Mon-Wed) or Linda Reed (Thurs & Fri) @ 387-1420.

Thank you and best of luck in your future endeavours!  
GCPE HR

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

---

**From:** Reed, Linda GCPE:EX  
**Sent:** Friday, May 20, 2016 10:58 AM  
**To:** Koolsbergen, Nick GCPE:EX  
**Cc:** Hamilton, Becky GCPE:EX; Heron, Janelle GCPE:EX  
**Subject:** RE: Emailing: TGBBN014\_1437803

Thanks I have entered s.22 and have asked Matt to approve.

**From:** Reed, Linda GCPE:EX  
**Sent:** Friday, May 20, 2016 10:33 AM  
**To:** Koolsbergen, Nick GCPE:EX  
**Cc:** Hamilton, Becky GCPE:EX; Heron, Janelle GCPE:EX  
**Subject:** Emailing: TGBBN014\_1437803

Good morning Nick,

I understand that today is your last day with GCPE. I have attached an Employee Attendance Report for your signature to indicate s.22 Please sign and scan back to me. Thank you and good luck in your new job.

Linda Reed  
Human Resources Coordinator  
Government Communications and Public Engagement  
Phone: 250-387-1420  
Fax: 250-387-3534



## **Hamilton, Becky GCPE:EX**

---

**From:** Reed, Linda GCPE:EX  
**Sent:** Friday, May 20, 2016 10:46 AM  
**To:** Gordon, Matt GCPE:EX  
**Cc:** Hamilton, Becky GCPE:EX  
**Subject:** FW: Emailing: TGBBN014\_1437803  
**Attachments:** Scan\_20160520.pdf

Hi Matt  
s.22

approve today. Thank you.

I have entered it in the system. Would you be able to

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**Sent:** Friday, May 20, 2016 10:41 AM  
**To:** Reed, Linda GCPE:EX  
**Cc:** Hamilton, Becky GCPE:EX; Heron, Janelle GCPE:EX  
**Subject:** RE: Emailing: TGBBN014\_1437803

s.22

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**From:** Reed, Linda GCPE:EX  
**Sent:** Friday, May 20, 2016 10:33 AM  
**To:** Koolsbergen, Nick GCPE:EX  
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Please sign and scan back to me. Thank you and good luck  
in your new job.

Linda Reed  
Human Resources Coordinator  
Government Communications and Public Engagement  
Phone: 250-387-1420  
Fax: 250-387-3534

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Withheld pursuant to/removed as

s.22

## Fisk, Nico GCPE:EX

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**From:** Heron, Janelle GCPE:EX  
**Sent:** Thursday, May 19, 2016 2:30 PM  
**To:** GCPE Service Desk GCPE:EX  
**Cc:** GCPE HR GCPE:EX  
**Subject:** Re: Checklist for your last few days with GCPE - Nick Koolsbergen

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

**Categories:** Departure / Long-term Leave -- Checklists

Hi Ryan,

I believe We will need approval from his supervisor (Matt) for this.

Thanks,  
Janelle

Sent from my iPhone  
250-480-8778

On May 19, 2016, at 1:54 PM, GCPE Service Desk GCPE:EX <[gcpe.servicedesk@gov.bc.ca](mailto:gcpe.servicedesk@gov.bc.ca)> wrote:

Are you approving his email (messages) to be transferred along with his email account?

Regards,

.....  
Ryan Franchuk  
Business & Communications Solutions  
Government Communications and Public Engagement  
Service Desk: 250 356 5000 | [GCPE.ServiceDesk@gov.bc.ca](mailto:GCPE.ServiceDesk@gov.bc.ca)

**From:** GCPE HR GCPE:EX  
**Sent:** Thursday, May 19, 2016 1:47 PM  
**To:** Koolsbergen, Nick GCPE:EX  
**Cc:** Gordon, Matt GCPE:EX; Heron, Janelle GCPE:EX; Reed, Linda GCPE:EX; Hamilton, Becky GCPE:EX; GCPE HR GCPE:EX; GCPE Service Desk GCPE:EX; Stewart, Dawn M GCPE:EX; Sall, Gurmeet GCPE:EX; Gallant, Linda GCPE:EX; Morris, Jake GCPE:EX  
**Subject:** Checklist for your last few days with GCPE - Nick Koolsbergen

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- ☐ Personal documents should be copied and deleted – the contents of your H:Drive will be deleted after your last day with GCPE
- ☐ As your next position is within the BC public service if you would like your personal H: Drive and email/mailbox to be transferred you must first provide email approval from your new supervisor and your GCPE supervisor to Charles Macpherson and GCPE Service Desk as soon as possible. Transitory emails need to be deleted and GCPE documents records managed prior to the transfer. After which the remaining documents in the H: Drive and mailbox will be transferred to your new organisation. Note: only personal documents are included in the transfer approval. Any other documents must be deleted or records managed.
- ☐ If you are seeking to transfer any GCPE documents related to your new position – you will require approval from your GCPE supervisor.
- ☐ EMAIL – Your account will be transferred to your new organization. In case of a delay in processing we recommend you activate an out of office auto-reply in order to redirect work related requests or inquiries to the appropriate contact in your work unit.
  - Sample wording for the out of office:  
Thank you for your email. I am no longer with GCPE. For all GCPE work-related information or questions, please contact (NAME) at (number) or via email at (email).

**ASSETS:**

- ☐ Please see list below of Employee Access/Assets we have on record being assigned to you and review to ensure accuracy.
  - For any questions or concerns regarding your IT assets, **please contact the GCPE Service Desk at 250 356-5000.**
  - For any questions or concerns regarding your Facilities assets, **please contact Gurmeet Sall at 250 387-1449 or Linda Gallant at 250 387-5282.**

**IT Assets:**

- Microsoft Surface Pro 3 serial # 12363652353; workstation # NC053092
- Microsoft Surface Pro docking station
- Microsoft Surface Pro Keyboard Cover
- Mobile phone (#250-361-6913) – please contact **GCPE Service Desk** to discuss options for transferring your phone number
- Reminder – Please return all mobile device holders/chargers/accessories/ear buds, etc.

Prior to returning your mobile phone asset please follow the instructions below for wiping all information from your mobile device. If you have any concerns or questions please contact [gcpe.servicedesk@gov.bc.ca](mailto:gcpe.servicedesk@gov.bc.ca) or 250 356-5000 during regular office hours, If you are trying to do this after hours you may also contact SSBC (Shared Services) at 250 387-7000.

Please refer to the instructions and links below for details on removing ("wiping") information from Apple, BlackBerry, Android and Windows devices.

- **To wipe an iPhone/iPad:** Settings > General> Reset> Erase All Content and Settings, enter AppleID password when required.  
Online information: [Perform a Security Wipe on an iPhone/iPad](#)
- **To wipe a BlackBerry 10 Device:** Settings > Security and Privacy>Security Wipe > enter BlackBerry ID password when required.  
Online information: [Perform a Security Wipe on the BlackBerry 10](#)
- **To wipe a Legacy BlackBerry Device:** Options > Security > Security Wipe (select user installed apps, remove or wipe media card as required).  
Online information: [Perform a Security Wipe on a Legacy BlackBerry](#)
- **To wipe an Android Device:** Settings > Accounts> Backup and reset>Factory data reset, enter Goggle Account password when required.  
Online information: [Perform a Security Wipe on an Android Phone](#)
- **To wipe a Windows Phone Device:** Settings > About > Reset your phone.  
Online information: [Perform a Security Wipe on a Windows Phone](#)

**Facilities Assets:**

- Building card
- Leg ID
- Blue Bird cab card Account #<sup>s.17</sup>
- Please also return any ministry assigned assets (building access cards, bike lock up, building keys, etc.)

- ☐ Return all assigned assets and desk/office keys to your supervisor on your last work day
- ☐ Please ensure your mobile device account is up-to-date before you leave
  - **Contact Jake Morris at 250-387-1337** to confirm your balance and arrange for final payment(s)
  - Payment can be made by cash or cheque payable to the Minister of Finance. Please send to Jake Morris – 4<sup>th</sup> floor, 617 Government Street.

- ☐ If applicable, provide your landline voicemail password to your supervisor, Gurmeet Sall and tape password to your phone receiver on your last day.

**FINANCE:**

- ☐ For any outstanding Accountable Advances (Pettycash, Relocation Assistance or other accountable advances, if applicable) please contact Dawn Stewart at 250 356-8595 or Tracey Doidge at 250 356-7513.
- ☐ **Relocation Assistance** – Contact Dawn Stewart at (250) 356-8595 to confirm amount owing as it will be taken from your final pay. Should your final pay not cover this – please send a cheque ASAP to Dawn Stewart.

**ADDRESS CONFIRMATION:**

- ☐ As you are remaining in the public service, please continue to keep your address updated in ESS (Employee Self Service)
- ☐ Steps - click on **Self Service (PeopleSoft) tab**, click the **employee self service icon**, click “**Personal Information Summary**”, select **Home and Mailing address** and **change** your address accordingly
  - This is very important as T4s, Pension information, etc. is sent to your home address using the Employee Self Service site and it is up to each employee to make sure it's up-to-date

**YOUR PAYROLL/BENEFITS/PENSION:**

- ☐ **Payroll:** If you have any questions or concerns regarding **payroll** please call 1-877-277-0772 (Victoria or Vancouver – 250-952-6000) and make sure you have your employee id # ready (choose a selection, then press zero to get a consultant)
- ☐ **Benefits:** If you are remaining in an excluded position Extended Health and Dental benefits will be the same. If you are moving to an included (union) position, you will receive benefits for bargaining unit employees
- ☐ **Pension:** Any questions about Pensions must be routed to the BC Pension Corporation ([www.pensionsbc.ca](http://www.pensionsbc.ca)) directly. Contact information: Victoria – 250-953-3033; Toll-free in BC – 1-800-665-3554

**EXIT INTERVIEW:**

- ☐ You will be contacted by GCPE HR to schedule an exit interview.

**MyPerformance Profile:**

- ☐ Update your 2015/16 MyPerformance Profile with your supervisor. As you are moving to another ministry, you will follow their ministry cycle.

If you have questions, please call GCPE HR Coordinators: Becky Hamilton (Mon-Wed) or Linda Reed (Thurs & Fri) @ 387-1420.

Thank you and best of luck in your future endeavours!  
GCPE HR

## Heron, Janelle GCPE:EX

---

**From:** GCPE HR GCPE:EX  
**Sent:** Thursday, May 19, 2016 1:47 PM  
**To:** Koolsbergen, Nick GCPE:EX  
**Cc:** Gordon, Matt GCPE:EX; Heron, Janelle GCPE:EX; Reed, Linda GCPE:EX; Hamilton, Becky GCPE:EX; GCPE HR GCPE:EX; GCPE Service Desk GCPE:EX; Stewart, Dawn M GCPE:EX; Sall, Gurmeet GCPE:EX; Gallant, Linda GCPE:EX; Morris, Jake GCPE:EX  
**Subject:** Checklist for your last few days with GCPE - Nick Koolsbergen

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

**Categories:** Departure / Long-term Leave -- Checklists

Hi Nick,

We have received <sup>s.22</sup> and your last day working with GCPE will be: May 20, 2016. As well, we understand you'll be remaining in the public service and moving to a new position with the BC Government Caucus. Congratulations!

Please review and ensure you complete the following checklist prior to your last day.

**EMPLOYEE'S CHECKLIST:** We suggest you print this checklist for easy reference.

### H:DRIVE/LAN/EMAIL:

- ☐ Review contents of your email, desktop and H:Drive – all work-related documents must be moved to the shared drive/LAN and if appropriate, printed and filed
  - GCPE records must remain with GCPE.
  - As per established records management procedures all contents are to be records managed before you go – that means transitory documents deleted and records printed for filing.
- ☐ Personal documents should be copied and deleted – the contents of your H:Drive will be deleted after your last day with GCPE
- ☐ As your next position is within the BC public service if you would like your personal H: Drive and email/mailbox to be transferred you must first provide email approval from your new supervisor and your GCPE supervisor to Charles Macpherson and GCPE Service Desk as soon as possible. Transitory emails need to be deleted and GCPE documents records managed prior to the transfer. After which the remaining documents in the H: Drive and mailbox will be transferred to your new organisation. Note: only personal documents are included in the transfer approval. Any other documents must be deleted or records managed.
- ☐ IF you are seeking to transfer any GCPE documents related to your new position – you will require approval from your GCPE supervisor.
- ☐ EMAIL – Your account will be transferred to your new organization. In case of a delay in processing we recommend you activate an out of office auto-reply in order to redirect work related requests or inquiries to the appropriate contact in your work unit.

- Sample wording for the out of office:  
Thank you for your email. I am no longer with GCPE. For all GCPE work-related information or questions, please contact (NAME) at (number) or via email at (email).

## ASSETS:

- ☐ Please see list below of Employee Access/Assets we have on record being assigned to you and review to ensure accuracy.
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  - For any questions or concerns regarding your Facilities assets, **please contact Gurmeet Sall at 250 387-1449 or Linda Gallant at 250 387-5282.**

### IT Assets:

- Microsoft Surface Pro 3 serial # 12363652353; workstation # NC053092
- Microsoft Surface Pro docking station
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- Reminder – Please return all mobile device holders/chargers/accessories/ear buds, etc.

Prior to returning your mobile phone asset please follow the instructions below for wiping all information from your mobile device. If you have any concerns or questions please contact [gcpe.servicedesk@gov.bc.ca](mailto:gcpe.servicedesk@gov.bc.ca) or 250 356-5000 during regular office hours, If you are trying to do this after hours you may also contact SSBC (Shared Services) at 250 387-7000.

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- **To wipe an iPhone/iPad:** Settings > General> Reset> Erase All Content and Settings, enter AppleID password when required.  
Online information: [Perform a Security Wipe on an iPhone/iPad](#)
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Online information: [Perform a Security Wipe on the BlackBerry 10](#)
- **To wipe a Legacy BlackBerry Device:** Options > Security > Security Wipe (select user installed apps, remove or wipe media card as required).  
Online information: [Perform a Security Wipe on a Legacy BlackBerry](#)
- **To wipe an Android Device:** Settings > Accounts> Backup and reset>Factory data reset, enter Goggle Account password when required.  
Online information: [Perform a Security Wipe on an Android Phone](#)
- **To wipe a Windows Phone Device:** Settings > About > Reset your phone.  
Online information: [Perform a Security Wipe on a Windows Phone](#)

### Facilities Assets:

- Building card
- Leg ID
- Blue Bird cab card Account #<sup>s.17</sup>



- Please also return any ministry assigned assets (building access cards, bike lock up, building keys, etc.)

- ☐ Return all assigned assets and desk/office keys to your supervisor on your last work day
- ☐ Please ensure your mobile device account is up-to-date before you leave
  - **Contact Jake Morris at 250-387-1337** to confirm your balance and arrange for final payment(s)
  - Payment can be made by cash or cheque payable to the Minister of Finance. Please send to Jake Morris – 4<sup>th</sup> floor, 617 Government Street.
- ☐ If applicable, provide your landline voicemail password to your supervisor, Gurmeet Sall and tape password to your phone receiver on your last day.

#### FINANCE:

- ☐ For any outstanding Accountable Advances (Pettycash, Relocation Assistance or other accountable advances, if applicable) please contact Dawn Stewart at 250 356-8595 or Tracey Doidge at 250 356-7513.
- ☐ **Relocation Assistance** – Contact Dawn Stewart at (250) 356-8595 to confirm amount owing as it will be taken from your final pay. Should your final pay not cover this – please send a cheque ASAP to Dawn Stewart.

#### ADDRESS CONFIRMATION:

- ☐ As you are remaining in the public service, please continue to keep your address updated in ESS (Employee Self Service)
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  - This is very important as T4s, Pension information, etc. is sent to your home address using the Employee Self Service site and it is up to each employee to make sure it's up-to-date

#### YOUR PAYROLL/BENEFITS/PENSION:

- ☐ Payroll: If you have any questions or concerns regarding **payroll** please call 1-877-277-0772 (Victoria or Vancouver – 250-952-6000) and make sure you have your employee id # ready (choose a selection, then press zero to get a consultant)
- ☐ Benefits: IF you are remaining in an excluded position Extended Health and Dental benefits will be the same. If you are moving to an included (union) position, you will receive benefits for bargaining unit employees
- ☐ Pension: Any questions about Pensions must be routed to the BC Pension Corporation ([www.pensionsbc.ca](http://www.pensionsbc.ca)) directly. Contact information: Victoria – 250-953-3033; Toll-free in BC – 1-800-665-3554

#### EXIT INTERVIEW:

- ☐ You will be contacted by GCPE HR to schedule an exit interview.

#### MyPerformance Profile:

- ☐ Update your 2015/16 MyPerformance Profile with your supervisor. As you are moving to another ministry, you will follow their ministry cycle.

If you have questions, please call GCPE HR Coordinators: Becky Hamilton (Mon-Wed) or Linda Reed (Thurs & Fri) @ 387-1420.

Thank you and best of luck in your future endeavours!  
GCPE HR

**Jawanda, Kristen GCPE:EX**

---

**From:** Stewart, Dawn M GCPE:EX  
**Sent:** Thursday, May 19, 2016 1:25 PM  
**To:** Jawanda, Kristen GCPE:EX  
**Subject:** RE: Staffing Update -- Nick Koolsbergen

Not at all.

**From:** Jawanda, Kristen GCPE:EX  
**Sent:** Thursday, May 19, 2016 1:23 PM  
**To:** Stewart, Dawn M GCPE:EX  
**Subject:** RE: Staffing Update -- Nick Koolsbergen

Thanks Dawn! Any concerns if I advise him that he owes a portion of his relo back and to contact you directly regarding for the amount? The departure checklist email distribution is too broad to include the \$\$ (confidentiality). ☺

**From:** Stewart, Dawn M GCPE:EX  
**Sent:** Thursday, May 19, 2016 1:19 PM  
**To:** Jawanda, Kristen GCPE:EX  
**Subject:** RE: Staffing Update -- Nick Koolsbergen

Hi Kristen,

Based on his assignment of wages, attached, the repayment amount is as follows:

s.22

Dawn

**From:** Jawanda, Kristen GCPE:EX  
**Sent:** Thursday, May 19, 2016 12:45 PM  
**To:** Stewart, Dawn M GCPE:EX  
**Subject:** FW: Staffing Update -- Nick Koolsbergen

Hi Dawn,

**Jawanda, Kristen GCPE:EX**

---

**From:** Jawanda, Kristen GCPE:EX  
**Sent:** Thursday, May 19, 2016 1:23 PM  
**To:** Stewart, Dawn M GCPE:EX  
**Subject:** RE: Staffing Update -- Nick Koolsbergen

Thanks Dawn! Any concerns if I advise him that he owes a portion of his relo back and to contact you directly regarding for the amount? The departure checklist email distribution is too broad to include the \$\$ (confidentiality). ☺

**From:** Stewart, Dawn M GCPE:EX  
**Sent:** Thursday, May 19, 2016 1:19 PM  
**To:** Jawanda, Kristen GCPE:EX  
**Subject:** RE: Staffing Update -- Nick Koolsbergen

Hi Kristen,

Based on his assignment of wages, attached, the repayment amount is as follows:

s.22

Dawn

**From:** Jawanda, Kristen GCPE:EX  
**Sent:** Thursday, May 19, 2016 12:45 PM  
**To:** Stewart, Dawn M GCPE:EX  
**Subject:** FW: Staffing Update -- Nick Koolsbergen

Hi Dawn,

I'm drafting the departure email to Nick. He was granted a relocation allowance when he was offered his current position. Can you please advise if he will be required to repay any of it back with this announced move and I will include it in the departure email I'm sending him this afternoon.

Thanks,  
Kristen

**From:** Fraser, John Paul GCPE:EX  
**Sent:** Thursday, May 19, 2016 12:24 PM  
**To:** GCPE Comm Directors; GCPE Comm Managers; GCPE Graphic Design Unit; GCPE Human Resources; GCPE Media

I'm drafting the departure email to Nick. He was granted a relocation allowance when he was offered his current position. Can you please advise if he will be required to repay any of it back with this announced move and I will include it in the departure email I'm sending him this afternoon.

Thanks,  
Kristen

**From:** Fraser, John Paul GCPE:EX

**Sent:** Thursday, May 19, 2016 12:24 PM

**To:** GCPE Comm Directors; GCPE Comm Managers; GCPE Graphic Design Unit; GCPE Human Resources; GCPE Media Relations; GCPE Writing & Editorial Services; Ryckman, Scott GCPE:EX; GCPE Advertising & Marketing

**Subject:** Staffing Update -- Nick Koolsbergen

All,

As announced a short time ago, Nick Koolsbergen will be leaving GCPE to join BC Government Caucus, effective May 23. I want to personally thank Nick for his exceptional contribution during his time with us – his skill, determination, selflessness (and love of early mornings and hoodies) will be dearly missed!

Nick, on behalf of all of us, we wish you the best of luck and success in your new role.

Matt Gordon will assume responsibility for communication operations. **Starting Monday**, please send all issues related matters to Matt.

Thank you, JPF.

**John Paul Fraser**

Deputy Minister

Government Communications and Public Engagement

Government of British Columbia

T: 250-356-8527

**Jawanda, Kristen GCPE:EX**

---

**From:** Stewart, Dawn M GCPE:EX  
**Sent:** Thursday, May 19, 2016 1:19 PM  
**To:** Jawanda, Kristen GCPE:EX  
**Subject:** RE: Staffing Update -- Nick Koolsbergen  
**Attachments:** Assignment of Wages

Hi Kristen,

Based on his assignment of wages, attached, the repayment amount is as follows:

s.22

**From:** Jawanda, Kristen GCPE:EX  
**Sent:** Thursday, May 19, 2016 12:45 PM  
**To:** Stewart, Dawn M GCPE:EX  
**Subject:** FW: Staffing Update -- Nick Koolsbergen

Hi Dawn,

I'm drafting the departure email to Nick. He was granted a relocation allowance when he was offered his current position. Can you please advise if he will be required to repay any of it back with this announced move and I will include it in the departure email I'm sending him this afternoon.

Thanks,  
Kristen

**From:** Fraser, John Paul GCPE:EX  
**Sent:** Thursday, May 19, 2016 12:24 PM  
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**Subject:** Staffing Update -- Nick Koolsbergen

All,

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Relations; GCPE Writing & Editorial Services; Ryckman, Scott GCPE:EX; GCPE Advertising & Marketing

**Subject:** Staffing Update -- Nick Koolsbergen

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Nick, on behalf of all of us, we wish you the best of luck and success in your new role.

Matt Gordon will assume responsibility for communication operations. Starting Monday, please send all issues related matters to Matt.

Thank you, JPF.

**John Paul Fraser**  
Deputy Minister  
Government Communications and Public Engagement  
Government of British Columbia

T: 250-356-8527

## **Jawanda, Kristen GCPE:EX**

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**From:** Jawanda, Kristen GCPE:EX  
**Sent:** Thursday, May 19, 2016 1:11 PM  
**To:** Koolsbergen, Nick GCPE:EX  
**Cc:** Heron, Janelle GCPE:EX  
**Subject:** RE: Request -

Thanks for your quick response. GCPE Service Desk (Ryan Franchuk) will be able to advise if transferring the number is possible. I'm sending a "departure checklist" to you this afternoon and the GCPE Service Desk will be cc'd. I'll make a note in there that you will contact them about options.

Thanks!  
Kristen

**From:** Koolsbergen, Nick GCPE:EX  
**Sent:** Thursday, May 19, 2016 1:06 PM  
**To:** Jawanda, Kristen GCPE:EX  
**Cc:** Heron, Janelle GCPE:EX  
**Subject:** RE: Request -

Thanks Kristen. Is it possible to transfer my cell number over to my new office? They have a telus phone ready for me, they just need to know who to talk to over here about transferring that.

s.22  
Nick  
Thanks!

**From:** Jawanda, Kristen GCPE:EX  
**Sent:** Thursday, May 19, 2016 1:04 PM  
**To:** Koolsbergen, Nick GCPE:EX  
**Cc:** Heron, Janelle GCPE:EX  
**Subject:** Request -

Hi Nick,

Congrats on your new role! To help us facilitate your transfer out of GCPE, I require a couple of things from you.

Can you please confirm if you have made any arrangements to take any IT assets with you (mobile or computer/laptop) or are they staying within GCPE. Also, can you please forward us <sup>s.22</sup> which we will forward to the Public Service Agency.

Feel free to contact me with any questions.

Cheers,  
Kristen

**Kristen Jawanda**  
Talent Services Advisor, Human Resources  
Government Communications and Public Engagement  
Phone: (250) 213-8139 | Email: [Kristen.Jawanda@gov.bc.ca](mailto:Kristen.Jawanda@gov.bc.ca)



Nick, on behalf of all of us, we wish you the best of luck and success in your new role.

Matt Gordon will assume responsibility for communication operations. Starting Monday, please send all issues related matters to Matt.

Thank you, JPF.

**John Paul Fraser**  
Deputy Minister  
Government Communications and Public Engagement  
Government of British Columbia

T: 250-356-8527

## **Jawanda, Kristen GCPE:EX**

---

**From:** Jawanda, Kristen GCPE:EX  
**Sent:** Thursday, May 19, 2016 12:45 PM  
**To:** Stewart, Dawn M GCPE:EX  
**Subject:** FW: Staffing Update -- Nick Koolsbergen

Hi Dawn,

I'm drafting the departure email to Nick. He was granted a relocation allowance when he was offered his current position. Can you please advise if he will be required to repay any of it back with this announced move and I will include it in the departure email I'm sending him this afternoon.

Thanks,  
Kristen

**From:** Fraser, John Paul GCPE:EX  
**Sent:** Thursday, May 19, 2016 12:24 PM  
**To:** GCPE Comm Directors; GCPE Comm Managers; GCPE Graphic Design Unit; GCPE Human Resources; GCPE Media Relations; GCPE Writing & Editorial Services; Ryckman, Scott GCPE:EX; GCPE Advertising & Marketing  
**Subject:** Staffing Update -- Nick Koolsbergen

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Deputy Minister  
Government Communications and Public Engagement  
Government of British Columbia

T: 250-356-8527

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

---

**From:** Champion, Denise GCPE:EX  
**Sent:** Thursday, May 19, 2016 12:45 PM  
**To:** Heron, Janelle GCPE:EX  
**Subject:** RE: Staffing Update -- Nick Koolsbergen

That's okay. I don't need it we just need to make sure we have it on file. Thanks!

**From:** Heron, Janelle GCPE:EX  
**Sent:** Thursday, May 19, 2016 12:44 PM  
**To:** Champion, Denise GCPE:EX  
**Subject:** Re: Staffing Update -- Nick Koolsbergen

Hi Denise,

Will do! I'll forward you<sup>s.22</sup> when I receive it as well.

Thanks,  
Janelle

Sent from my iPhone  
250-480-8778

On May 19, 2016, at 12:42 PM, Champion, Denise GCPE:EX <[Denise.Champion@gov.bc.ca](mailto:Denise.Champion@gov.bc.ca)> wrote:

Hi Janelle.

Could you please add this to the next staffing update? It wasn't sent to GCPE All Staff.

Also, can you please follow-up with<sup>s.22</sup> i? Thank you!

Denise

**From:** Fraser, John Paul GCPE:EX  
**Sent:** Thursday, May 19, 2016 12:24 PM  
**To:** GCPE Comm Directors; GCPE Comm Managers; GCPE Graphic Design Unit; GCPE Human Resources; GCPE Media Relations; GCPE Writing & Editorial Services; Ryckman, Scott GCPE:EX; GCPE Advertising & Marketing  
**Subject:** Staffing Update -- Nick Koolsbergen

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Thank you, JPF.

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Deputy Minister  
Government Communications and Public Engagement  
Government of British Columbia

T: 250-356-8527

## Hamilton, Becky GCPE:EX

---

**From:** Reed, Linda GCPE:EX  
**Sent:** Thursday, May 19, 2016 11:37 AM  
**To:** Phillips, Dawn-Lynn PSA:EX  
**Cc:** Hamilton, Becky GCPE:EX  
**Subject:** FW: Nick Koolsbergen s.22 019-5298 [Incident: 160519-000308]

Original ticket below.

**From:** MyHR [<mailto:myhr@gov.bc.ca>]  
**Sent:** Thursday, May 19, 2016 11:00 AM  
**To:** Reed, Linda GCPE:EX  
**Subject:** Nick Koolsbergen s.22 019-5298 [Incident: 160519-000308]

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

We are currently experiencing higher than normal request volumes, we appreciate your patience. Please do not send in multiple requests relating to the same query, as it can slow down response time.

Visit [AskMyHR](#) to create, update or track your service requests.

BC Public Service Agency

[AskMyHR](#)

MyHR 250.952.6000 | Toll Free 1.877.277.0772

### Service Request Summary

s.22

## Hamilton, Becky GCPE:EX

---

**From:** Koolsbergen, Nick GCPE:EX  
**Sent:** Thursday, May 19, 2016 11:02 AM  
**To:** Reed, Linda GCPE:EX  
**Cc:** Hamilton, Becky GCPE:EX  
**Subject:** Re: Nick Koolsbergen s.22 019-5298 [Incident: 160519-000308]

Thanks!

Sent from my iPhone

On May 19, 2016, at 11:01 AM, Reed, Linda GCPE:EX <[Linda.Reed@gov.bc.ca](mailto:Linda.Reed@gov.bc.ca)> wrote:

Hi Nick  
s.22

**From:** MyHR [<mailto:myhr@gov.bc.ca>]  
**Sent:** Thursday, May 19, 2016 11:00 AM  
**To:** Reed, Linda GCPE:EX s.22  
**Subject:** Nick Koolsbergen 019-5298 [Incident: 160519-000308]

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BC Public Service Agency  
[AskMyHR](#)  
MyHR 250.952.6000 | Toll Free 1.877.277.0772

### Service Request Summary

s.22

## Hamilton, Becky GCPE:EX

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**From:** Koolsbergen, Nick GCPE:EX  
**Sent:** Wednesday, May 18, 2016 9:40 AM  
**To:** Hamilton, Becky GCPE:EX  
**Subject:** Health Benefits

Becky – do you have a few minutes today to chat about health benefits?<sup>s.22</sup>  
<sup>s.22</sup> . I understand this is done through work, so am trying to fix that, but really have no idea how...