



June 17, 2016

Ben James
s.22

Via email: s.22

Dear Ben:

**Re: Communications Manager, Corporate Priorities
Business Leadership Role
Position # 00113052; Pay list # 019-5298
Corporate Priorities and Communications Operations
Government Communications and Public Engagement, Vancouver**

On behalf of Government Communications and Public Engagement, I am pleased to offer you a regular Order-in-Council appointment as a Communications Manager, Corporate Priorities assigned to Corporate Priorities and Communications Operations. This appointment will be effective June 27, 2016, and is subject to confirmation by the Lieutenant Governor in Council. Your salary upon appointment is \$90,993.63 annually (or \$3,487.78 bi-weekly) which is 100% of the salary range established for this position. Your supervisor will be Jessica Wolford, Executive Director, Corporate Priorities.

I am pleased to advise you that Government Communications and Public Engagement is able to offer you \$5,000 assistance towards relocation costs. Relocation assistance is recoverable on a pro-rated basis should you resign prior to completing 24 months of service. Upon acceptance of this offer, you will be provided with further details regarding your relocation reimbursement. Relocation assistance is a taxable benefit and you will be taxed accordingly.

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.

In accordance with the Public Service Act, you will be required to swear or affirm an oath of employment. If you are currently 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.

Government Communications and
Public Engagement

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

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

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.

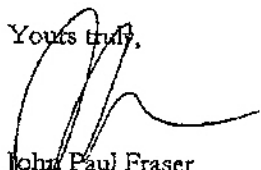
As an OIC appointee, you may have the choice of opting out of the Public Service Pension Plan, if eligible. You are automatically enrolled unless you complete a Waiver of Pension Coverage form within 30 days of the date of this appointment. Copies of this waiver may be obtained through Becky Hamilton 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 to Government Communications and Public Engagement via email to CommCareers@gov.bc.ca, no later than 4:00 p.m. on Monday, June 20, 2016.

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.

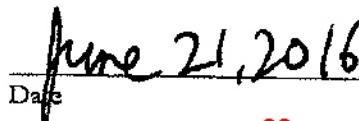
Yours truly,


John Paul Fraser
Deputy Minister

cc: Jessica Wolford, Executive Director, Corporate Priorities
Denise Champion, ADM, Strategic Initiatives Division
Dawn-Lynn Phillips, 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.


Ben James


Date

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

☐ I decline this offer.

Ben James

Date



Where ideas work

Information and Communications Technology (ICT) Agreement

Information Management and Information Technology Management

I, Ben James, 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.

C. Ben James
Employee Signature

June 28, 2016
Date

Pc: BCPSA HR Client Services for Employee Personnel File



Where ideas work

Standard 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 your supervisor to submit via an AskMyHR Online Service Request within ten working days. When submitting this form, select the **Supervising and Leading People > Access to Personnel Files** service type. 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

Name

Ben James

Date

June 26, 2016



June 15, 2016

David Paulson
s.22

Via email: s.22

Dear David:

Re: Public Affairs Officer
Applied Leadership Role
Position #00074737; Pay list #019-5294
Jobs, Tourism and Skills Training Communications
Government Communications and Public Engagement, Victoria

On behalf of Government Communications and Public Engagement, I am pleased to offer you a regular Order-in-Council appointment as a Public Affairs Officer. 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 June 20, 2016, and is subject to confirmation by the Lieutenant Governor in Council. Your salary upon appointment is \$63,089.69 annually (or \$2,418.22 bi-weekly), which is 88% of the salary range established for this position. Your supervisor will be Erin Anderson, Communications Director.

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.

In accordance with the Public Service Act, you will be required to swear or affirm an oath of employment. If you are currently 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.

Government Communications and
Public Engagement

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

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

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 to Government Communications and Public Engagement via email to CommCareers@gov.bc.ca, no later than 4:00 p.m. on Friday, June 17, 2016.

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.

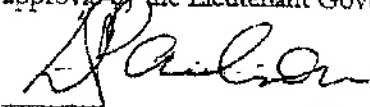
Yours truly,



for John Paul Fraser
Deputy Minister

pc: Erin Anderson, Communications Director, Jobs, Tourism and Skills Training
Communications
Denise Champion, ADM, Strategic Initiatives Division
Dawn-Lynn Phillips, 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.



David Paulson

June 15, 2016

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.

David Paulson

Date



Where ideas work

Information and Communications Technology (ICT) Agreement

Information Management and Information Technology Management

I, DAVID PAULSON, 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

June 21/2016
Date

Pc: BCPSA HR Client Services for Employee Personnel File



Where ideas work

Standard 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 your supervisor to submit via an AskMyHR Online Service Request within ten working days. When submitting this form, select the Supervising and Leading People > Access to Personnel Files service type. 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

DAVID PAULSON
Name

JUNE 19, 2016
Date



June 17, 2016

Alexis Pavlich
s.22

Via email: s.22

Dear Alexis:

**Re: Communications Director, Corporate Priorities
Strategic Leadership Role
Corporate Priorities and Communications Operations
Government Communications and Public Engagement, Vancouver**

On behalf of Government Communications and Public Engagement, I am pleased to offer you a regular Order-in-Council appointment as a Communications Director, Corporate Priorities assigned to Corporate Priorities and Communications Operations. This appointment will be effective June 27, 2016, and is subject to confirmation by the Lieutenant Governor in Council. Your salary upon appointment is \$105,700.66 annually (or \$4,051.49 bi-weekly), which is 100% of the salary range established for this position. Your supervisor will be Jessica Wolford, Executive Director, Corporate Priorities.

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.

In accordance with the Public Service Act, you will be required to swear or affirm an oath of employment. If you are currently 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.

Government Communications and
Public Engagement

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

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

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.

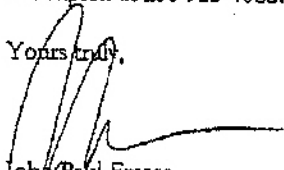
As an OIC appointee, you may have the choice of opting out of the Public Service Pension Plan, if eligible. You are automatically enrolled unless you complete a Waiver of Pension Coverage form within 30 days of the date of this appointment. Copies of this waiver may be obtained through Becky Hamilton 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 to Government Communications and Public Engagement via email to CommCareers@gov.bc.ca, no later than 4:00 p.m. on Monday, June 20, 2016.

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,


John Paul Fraser
Deputy Minister

pc: Jessica Wolford, Executive Director, Corporate Priorities
Denise Champion, ADM, Strategic Initiatives Division
Dawn-Lynn Phillips, 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.


Alexis Pavlich

June 20/2016
Date

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

☐ I decline this offer.

Alexis Pavlich

Date



Where ideas work

Standard 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 your supervisor to submit via an AskMyHR Online Service Request within ten working days. When submitting this form, select the **Supervising and Leading People > Access to Personnel Files** service type. 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

ALEXIS PAVLICH
Name

June 26/2016
Date

Information and Communications Technology (ICT) Agreement

Information Management and Information Technology Management

I, ALEXIS PAVLICH, 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.

Alexis Pavlich
Employee Signature

June 26/2016
Date

Pc: BCPSA HR Client Services for Employee Personnel File



June 15, 2016

Ashley Stewart
s.22

Via email: s.22

Dear Ashley:

Re: Junior Public Affairs Officer (Term-Limited)
Applied Leadership Role
Position #00107244; Pay list # 019-5309
Health Communications
Government Communications and Public Engagement, Victoria

On behalf of Government Communications and Public Engagement, I am pleased to offer you a term-limited Order-in-Council appointment as a Junior Public Affairs Officer, assigned to the Health Communications office. This appointment will be effective June 20, 2016 until December 20, 2017 and is subject to confirmation by the Lieutenant Governor in Council. Your salary upon appointment is \$54,045.02 annually (or \$2,071.54 bi-weekly), which is 84% of the salary range established for this position. Your supervisor will be Sarah Plank, Communications Director.

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. The term of this appointment is dependent on work requirements and salary funds being available. If the end date of your term is changed, you will be notified as soon as possible.

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.

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.

Government Communications and
Public Engagement

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

Location Address:
4th floor, 617 Government Street
General Inquiries: 250 387-1337

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 the "Flexible Benefits Guide" 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 via email to CommCareers@gov.bc.ca, no later than 4:00 p.m. on Friday, June 17, 2016.

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.

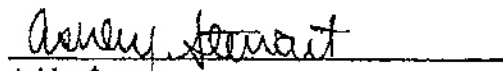
Yours truly,



for
John Paul Fraser
Deputy Minister

pc: Sarah Plank, Communications Director, Health Communications
Denise Champion, Assistant Deputy Minister, Strategic Initiatives Division
Dawn-Lynn Phillips, HR Services Representative, BC Public Service Agency

☒ I accept this term-limited offer and understand all the terms and conditions of this appointment, pending approval by the Lieutenant Governor in Council.


Ashley Stewart

June 16, 2016
Date

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

☐ I decline this term-limited offer.

Ashley Stewart

Date



Where ideas work

Information and Communications Technology (ICT) Agreement

Information Management and Information Technology Management

I, Ashley Stewart, 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.

Ashley Stewart
Employee Signature

June 20, 2016
Date

Pc: BCPSA HR Client Services for Employee Personnel File



Where ideas work

Standard 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 your supervisor to submit via an AskMyHR Online Service Request within ten working days. When submitting this form, select the Supervising and Leading People > Access to Personnel Files service type. 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.

Ashley Stewart
Signature

Ashley Stewart
Name

June 29, 2016
Date