

FOI request: GCP-2018-80500

	Monthly Salary	Benefits	Monthly Salary	Benefits
	July 18 2017		January 29 2018	
Michael Duncan			\$ 4,799.99	-\$ 1,168.32
Alison Giles	\$ 6,703.30	\$ 1,631.58	\$ 7,239.56	-\$ 1,762.11
Christine Harbord	\$ 7,762.61	\$ 1,889.42	\$ 8,452.59	-\$ 2,057.36
Liam Iliffe			\$ 7,875.10	-\$ 1,916.80

Note Benefit rate is the standard amount of 24.34%



December 20, 2017

File: s.22

Michael Duncan
s.22

Via email: s.22

Dear Michael:

**Re: Public Affairs Officer
Classification Band 1
Position # ; Pay list # 022-5317
Municipal Affairs and Housing 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 Municipal Affairs and Housing Communications office. This appointment will be effective January 8, 2018, and is subject to confirmation by the Lieutenant Governor in Council. Your salary upon appointment is \$57,000 annually (or \$2184.80 bi-weekly). Your supervisor will be Lisa Leslie, 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.

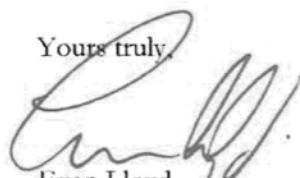
As an OIC appointee, you may have the choice of opting out of the Public Service Pension Plan, if eligible. You are automatically enrolled unless you complete a Waiver of Pension Coverage form within 30 days of the date of this appointment. Copies of this waiver may be obtained through Becky Hamilton 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 12:00 p.m. on Friday, December 22, 2017.

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 Raman Dale at 250 920-8810

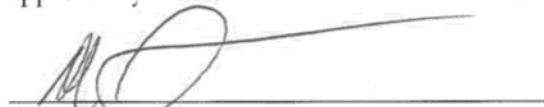
Yours truly,



Evan Lloyd
Deputy Minister

pc: Lisa Leslie, Communications Director
Raman Dale, Executive Director, Financial and Corporate Services
Shaylene Hebert, 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.



Michael Duncan

Dec. 22, 2017
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.

Michael Duncan

Date

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.

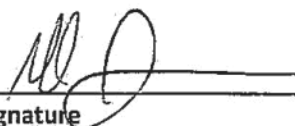
Some of the principles described in the policy statement are reflected in the
Oath of Employment taken by all employees upon entering the Public Service.

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

Michael Duncan

Name

Jan. 16, 2018

Date

Information and Communications Technology (ICT) Agreement

Information Management and Information Technology Management

I, Michael Duncan, 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

Jan. 16, 2018
Date

Pc: BCPSA HR Client Services for Employee Personnel File

Information and Communications Technology (ICT) Agreement

Information Management and Information Technology Management

I, Chris Harbord, 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.

Chris Harbord
Employee Signature

Sept. 21/14
Date

Pc: BCPSA HR Client Services for Employee Personnel File

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.

<u>Chris Harbord</u>	<u>Chris Harbord</u>	<u>Sept 21/14</u>
Signature	Name	Date



December 14, 2017

File: s.22
Employee ID: s.22

Christine Harbord
Communications Director
c/o Indigenous Relations and Reconciliation Communications
Government Communications and Public Engagement
5th Floor, 2957 Jutland Road
Victoria BC V8W 9V1

via email: Christine.Harbord@gov.bc.ca

Dear Christine:


Re: Confirmation of Reassignment
Classification Band 4
Position # 00074718; Pay list # 022-5315
Mental Health and Addiction Communications
Government Communications and Public Engagement, Victoria

On behalf of Government Communications and Public Engagement, I am pleased to confirm your reassignment effective January 8, 2018, from Indigenous Relations and Reconciliation Communications to Mental Health and Addiction Communications. In recognition of your new assignment, you will be receiving a 5% pay increase to \$101,431.05 (or \$3887.84 bi-weekly).

Your supervisor will be Marg LeGuilloux, Executive Director. All other terms and conditions of employment remain the same.

Please feel free to contact Raman Dale at 250 920-8810, if you have any questions regarding this reassignment. I wish you continued success in your career.

Yours truly,



Evan Lloyd
Deputy Minister

pc: Marg LeGuilloux, Executive Director, Communications Operations
Raman Dale, Executive Director, Financial and Corporate Services
Shaylene Hebert, HR Services Representative, BC Public Service Agency



December 27, 2017

File: s.22

Liam Iliffe
s.22

Via email: Liam.Iliffe@gov.bc.ca

Dear Liam:

Re: Issues Manager
Classification Band 3
Position #; Pay list # 022-5298
Strategic Issues Management Division
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 an Issues Manager. Your initial assignment will be to the Strategic Issues Management office. This appointment will be effective January 1, 2018, and is subject to confirmation by the Lieutenant Governor in Council. Your salary upon appointment is \$94,500 annually (or \$3,622.22 bi-weekly). Your supervisor will be Eric Kristianson, Assistant Deputy Minister.

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.

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 12:00 p.m. on December 28, 2017.

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 Raman Dale at 250 920-8810

Yours truly,



Evan Lloyd
Deputy Minister

pc: Eric Kristianson, Assistant Deputy Minister, Strategic Issues Management Division
Raman Dale, Executive Director, Financial and Corporate Services
Shaylene Hebert, 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.

L. K. ILIFFE
Liam Iliffe

December 29, 2017
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.

Liam Iliffe

Date

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

2018-01-17
Date

Information and Communications Technology (ICT) Agreement

Information Management and Information Technology Management

I, LIAM ILIFFE, 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

2018-01-17
Date

Pc: BCPSA HR Client Services for Employee Personnel File



January 12, 2018

s.22
File:
Employee ID:s.22

****AMENDMENT****

Alison Giles
Senior Public Affairs Officer
Ministry of Energy, Mines & Petroleum Resources
6th Floor, 1810 Blanshard, PO Box 9380, Stn Prov Govt
Victoria BC, V8W 9M6

via email: Alison.Giles@gov.bc.ca

Dear Alison:

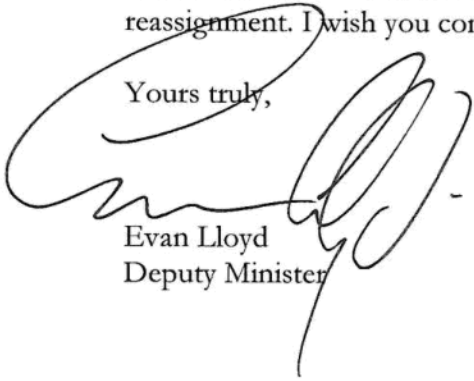
**Re: Confirmation of Reassignment
A/Communications Manager
Classification Band 2
Position # 00084701; Pay list # 022-5292
Labour Communications
Government Communications and Public Engagement, Victoria**

On behalf of Government Communications and Public Engagement, I am pleased to confirm your reassignment effective January 8, 2018, from the Ministry of Energy, Mines and Petroleum Resources to the Ministry of Labour until February 9, 2018 as the A/Communications Manager. In recognition of your new assignment, you will be receiving an 8% pay increase to \$86,874.88 (or \$3329.90 bi-weekly).

Your supervisor will be Julianne McCaffrey, Communications Director. All other terms and conditions of employment remain the same.

Please feel free to contact Raman Dale at 250 920-8810, if you have any questions regarding this reassignment. I wish you continued success in your career.

Yours truly,


Evan Lloyd
Deputy Minister

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

pc: David Haslam, Director, Communications, Energy, Mines and Petroleum Resources
Julianne McCaffrey, Director, Communications, Labour
Raman Dale, Executive Director, Financial and Corporate Services
Shaylene Hebert, HR Services Representative, BC Public Service Agency

8.3.3.5 Internet Usage

General
Definitions
Objectives
Principle
Policy
Responsibilities
Internet Usage Agreement

General

The Internet is an "open" environment. Information transmitted by the Internet or stored on servers accessible by the Internet may be non-secure and may be logged or viewed by non-intended audiences. Activities on the Internet can be traced to the address from which it originates.

Definitions

"User"- all persons authorized to access the Internet via a government service provider including employees, secondees and contractors

"Internet"- the global interconnection of data networks or bulletin board systems that commonly use (but are not limited to) the Internet Protocol

"Sensitive Information"- personal, confidential or protected information whose release is unauthorized i.e. information which is reasonably likely to be excepted or excluded from access under the *Freedom of Information and Protection of Privacy Act*

"Offensive material"- includes, but is not limited to, pornography, hate literature or any material which contravenes the *BC Human Rights Act*

"Scheduled Hours of Work"- for the purpose of this policy, does not include approved rest and/or meal periods.

Objectives

To set appropriate standards for access to the Internet using government facilities.

Principle

Access to the Internet is provided to users to assist in the performance of their work.

Policy

1. Users must comply with all applicable laws and regulations and must respect the legal protection provided by copyright and licenses with respect to both programs and data.
2. Internet usage must be able to survive public scrutiny and/or disclosure. Users must avoid accessing sites that might bring the public service into disrepute, such as those which carry offensive material.
3. Sensitive information must not be transmitted via or exposed to Internet access.
4. Employees may use government Internet services for personal improvement, outside of scheduled hours of work, provided that such use is consistent with professional conduct and is not used for personal financial gain.

5. Internet Relay Chat channels or other Internet forums such as newsgroups or net servers may be used only to conduct work related business or to exchange technical or analytical information. Users who wish to express personal opinions must use a private Internet provider and a personal ID.
6. Users must not attempt to obscure the origin of any message or download material under an assumed Internet address.
7. Executive Financial Officers must ensure that all users sign an Internet Usage Agreement (example on next page) before access is allowed. This agreement may be incorporated into existing system access agreements.
8. The Information Technology Services Division monitors the use of government networks and may monitor selected network traffic at the request of a Ministry.
9. Alleged inappropriate use of the Internet will be reviewed by ministries on a case by case basis and may lead to disciplinary action up to and including dismissal or cancellation of contract.

Responsibilities

Users are responsible for ensuring that their use of Internet access is appropriate and consistent with ethical conduct under this policy and with the Standards of Conduct Policy contained in Section 1.3 of *Personnel Management Policies and Procedures* issued by the Public Service Employee Relations Commission.

Executive Financial Officers are responsible for ensuring that all employees who have Internet access have signed an Internet Usage Agreement and that it is placed in the employee's personnel file, and that work stations used to access the Internet have approved anti-virus software.

Managers and Supervisors are responsible for taking disciplinary action when this policy is contravened.

The Chief Information Officer is responsible for meeting Ministry requests to monitor selected sites.

INTERNET USAGE AGREEMENT

I, ALISON GILES, have received and read a copy of the Internet Usage Policy.

A. Giles
Employee Signature

March 19, 2003
Date