



Where ideas work

November 7, 2023

File: 1385-20/PAWL
1665-20/104520

Matthew Pawlow

Via email: [s. 22](#)

Dear Matthew:

Re: Competition No. #104520
Executive Director, Housing Targets Branch, Band 5
Position #00138444, Paylist #131-0014
Ministry of Housing, Housing Targets Branch, Victoria

I am pleased to offer you the above noted appointment.

The current salary range for this appointment is \$119,600.00 to \$152,599.97 annually. Your salary upon appointment will be \$140,391.97 annually (\$5,381.21 bi-weekly) or \$76.87 hourly.

This salary represents the Band 5 classification of the Management Compensation Framework.

Upon successful completion of the probationary period, you will receive an increase in pay to \$143,199.81 annually (\$5,488.83 bi-weekly) or \$78.41 hourly.

This appointment is effective on November 20, 2023.

Your supervisor will be Bindi Sawchuk, Assistant Deputy Minister, Housing and Land Use Policy Division (Position #00102674).

Your headquarters (also referred to as your geographic location) will be the Victoria office. For part-time teleworkers, this location is the government office where you will work as per the schedule agreed to between you and your supervisor as part of a Telework Agreement. For full-time teleworkers, this location is the government office you may occasionally be required to attend as directed by your supervisor under a Telework Agreement.

Either the employee or employer may decide to terminate a Telework Agreement. Should this occur, you will be directed to work at your government headquarters office. You are responsible for the costs of commuting between your home and headquarters location.

You will be subject to a probationary period of 913 hours at straight time which is equivalent to six (6) months of full-time employment, following which you will be recommended for confirmation provided that your performance is satisfactory.

You will be excluded from union or association membership. The terms and conditions of your employment are available at <http://www2.gov.bc.ca/gov/content/careers-myhr/managers-supervisors/employee-labour-relations/conditions-agreements/excluded-employees-appointees>.

The duties of this position meet the requirements for a Criminal Record Check, a criminal record check must be completed. Please go to [Consent for Disclosure of Criminal Record Information Form](#), complete this form and return it to this office as soon as possible. This offer of employment is subject to a satisfactory outcome of this search.

This offer of employment is subject to a satisfactory outcome of all security screening requirements. During your employment with the BC Public Service, you will be required to notify the Personnel Security Screening Office (Call 1-855-587-0185 and select the menu option for self-reporting an incident) in the event that you are arrested, charged, or convicted of any criminal offence or any other federal or provincial statutory offence. Your responsibility for reporting offences is outlined in the [Criminal Notification Procedures](#).

As a new employee, I encourage you to review the information for New Employees on MyHR <http://www2.gov.bc.ca/gov/content/careers-myhr/all-employees/new-employees>. There are also certain documents necessary to commence payroll and others that are required as a condition of employment. The documents and instructions for completing and submitting them are available through the following website: <http://www2.gov.bc.ca/gov/content/careers-myhr/all-employees/new-employees/checklist>. Please complete and submit these documents as directed as quickly as possible after your start date to ensure timely payroll processing.

The *Public Service Act* requires that you swear or affirm an oath of employment. Details on how and where to complete the oath of employment are located on MyHR at <https://www2.gov.bc.ca/gov/content/careers-myhr/all-employees/new-employees/when-you-start/first-three-months/oath>.

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

Unsuccessful employee applicants may request a review of this staffing decision. Please do not make any final decisions with your current employer until I contact you again.


Please contact me directly with any questions or concerns.

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

Yours truly,



Bindi Sawchuk
Assistant Deputy Minister
Housing and Land Use Policy Division
Ministry of Housing

I accept  Date: Nov. 7/23

I decline _____ Date: _____



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November 15, 2023

File: 1385-20/PAWL
1665-20/104520

Matthew Pawlow

Via email: s. 22

Dear Matthew:

Re: Competition No. #104520
Executive Director, Housing Targets Branch, Band 5
Position #00138444, Paylist #131-0014
Ministry of Housing, Housing Targets Branch, Victoria

Once again, I would like to congratulate you for choosing to work in the Public Service of British Columbia. My earlier offer can now be confirmed as all required information has been received and the review period has concluded.

- Resources for new employees are located on MyHR at:
<https://www2.gov.bc.ca/gov/content/careers-myhr/all-employees/new-employees>
- In addition, information about our Welcome to the BC Public Service Program is located on MyHR at: www2.gov.bc.ca/public-service-welcome-sessions

I look forward to working with you on November 20, 2023.

Yours truly,

A handwritten signature in black ink, appearing to read "Bindi Sawchuk".

Bindi Sawchuk
Assistant Deputy Minister
Housing and Land Use Policy Division
Ministry of Housing