

**PROVINCE OF BRITISH COLUMBIA**  
**ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL**

Order in Council No. 451, Approved and Ordered June 27, 2016

  
Lieutenant Governor

**Executive Council Chambers, Victoria**

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that, for a term ending September 30, 2016,

- (a) William Zylmans is appointed to the position of Communications Officer in the Office of Premier, and
- (b) William Zylmans is to be paid as a Clerk R11, within the salary range set up in the Minister's Staff (Category B) Salary Schedule published by the British Columbia Public Service Agency, beginning at step 2 of that salary range, with the terms and conditions of employment equivalent to those established for Category B appointments in Order in Council 806/89.

  
Presiding Member of the Executive Council

---

*(This part is for administrative purposes only and is not part of the Order.)*

**Authority under which Order is made:**

Act and section: Public Service Act, R.S.B.C. 1996, c. 385, s. 15

Other: \_\_\_\_\_

June 27, 2016, 2016

page 1 of 1

O/605/2016/27

**MINISTER'S STAFF (CATEGORY B) SALARY SCHEDULE**

ANNUAL, BI-WEEKLY AND HOURLY RATES

EFFECTIVE APRIL 3, 2016

Classification Title	Class Code	NOC	Grid Level	Step	Annual	Bi-weekly	Hourly
<b>SALARY PLAN = OEX BARGAINING UNIT CODE = 0</b>							
Administrative Officer R14	351501		14	1	44,572.26	1,708.45	24.4064
				2	45,843.60	1,757.18	25.1026
				3	47,157.71	1,807.55	25.8221
				4	48,515.40	1,859.59	26.5656
				5	50,542.28	1,937.28	27.6754
Administrative Officer R18	351503		18	1	49,917.96	1,913.35	27.3336
				2	51,368.79	1,968.96	28.1280
				3	52,866.57	2,026.37	28.9481
				4	54,414.97	2,085.72	29.7960
				5	56,739.27	2,174.81	31.0687
Clerk R9	351103		09	1	38,803.92	1,487.35	21.2479
				2	39,884.28	1,528.76	21.8394
				3	40,998.81	1,571.48	22.4497
				4	42,151.18	1,615.65	23.0807
				5	43,873.33	1,681.66	24.0237
Clerk R11	351104		11	1	40,998.81	1,571.48	22.4497
				2	42,151.18	1,615.65	23.0807
				3	43,342.41	1,661.31	23.7330
				4	44,572.26	1,708.45	24.4064
				5	46,409.47	1,778.87	25.4124
Clerk R14	351105		14	1	44,572.26	1,708.45	24.4064
				2	45,843.60	1,757.18	25.1026
				3	47,157.71	1,807.55	25.8221
				4	48,515.40	1,859.59	26.5656
				5	50,542.28	1,937.28	27.6754
Clerk Stenographer R9	353103		09	1	38,803.92	1,487.35	21.2479
				2	39,884.28	1,528.76	21.8394
				3	40,998.81	1,571.48	22.4497
				4	42,151.18	1,615.65	23.0807
				5	43,873.33	1,681.66	24.0237
Clerk Stenographer R11	353104		11	1	40,998.81	1,571.48	22.4497
				2	42,151.18	1,615.65	23.0807
				3	43,342.41	1,661.31	23.7330
				4	44,572.26	1,708.45	24.4064
				5	46,409.47	1,778.87	25.4124
Clerk Stenographer R14	353105		14	1	44,572.26	1,708.45	24.4064
				2	45,843.60	1,757.18	25.1026
				3	47,157.71	1,807.55	25.8221
				4	48,515.40	1,859.59	26.5656
				5	50,542.28	1,937.28	27.6754

# Introduction

Welcome to the Flexible Benefits Program for excluded employees. The BC Public Service recognizes that competitive compensation and benefit programs are integral to our ability to attract and retain employees who foster excellence in the public service. Under your Flexible Benefits Program, you can tailor your health and life insurance benefits to best meet your needs.

## Value of your benefits program

Benefits are an important part of your total compensation package. Unless you waive coverage, your employer pays your Medical Services Plan premiums, which are valued at over \$800 per year (more if you have a family). There is no cost to you to participate in the funded extended health and dental plan options, and the reimbursements you receive under the plans are paid for by the employer. In some years, this may be several thousands of dollars. The employee basic life insurance plan provides employee life insurance at a reasonable group premium rate and a portion of your premiums are paid by your employer. These are just some of the benefits that comprise your total compensation package. Other benefits programs are listed on page 50.

On average, your benefits add over 20 per cent to your overall compensation.

## Know your benefits. Know your options.

With choice comes responsibility. You must enrol in the Flexible Benefits Program to take an active role in choosing your benefits. Take the time to learn about your options and to decide how to best apply them to your personal situation. You will have the opportunity to update your options every year during an Open Enrolment period and after an eligible life event.

## Important

This guide provides a comprehensive overview of your benefits programs. Share the details with your family so you can make the most of your benefits program.

In the event of any conflict between the contents of this guide and the actual plans and contracts or regulations, the provisions outlined in those documents apply.

**Leamy, Michelle T PREM:EX**

---

**From:** Leamy, Michelle T PREM:EX  
**Sent:** Monday, June 27, 2016 9:00 AM  
**To:** Phillips, Dawn-Lynn PSA:EX  
**Subject:** Staff Changes

Hi Dawn-Lynn:

Please be advised that William Zylmans is being appointed Communications Officer in the Premier's Office effective June 27, 2016 for a term ending September 30, 2016. His remuneration begins at Clerk R11, Step 2.

Thanks.

m

*Public Service Act*

**PUBLIC SERVICE OATH REGULATION**

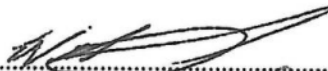
**Form of oath**

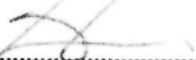
- 1 The prescribed form of oath for the purposes of section 21 of the *Public Service Act* is as follows:

As a member of the British Columbia Public Service, I, Will Zymans, [employee name] do solemnly swear/affirm [circle one] that I will

- 1 loyally serve the people of British Columbia through their democratically elected government,
- 2 honour and faithfully abide by the Standards of Conduct for Public Service Employees, and
- 3 to the best of my ability,
  - (a) act with integrity, putting the interests of the public and the public service above my own personal interest and avoiding all conflicts of interest, whether real or perceived,
  - (b) safeguard confidential information, not divulging it unless I am either authorized to do so or required to do so by law,
  - (c) base my advice, recommendations and decisions on the objective evidence that is available to me,
  - (d) serve the government impartially, and
  - (e) conduct myself honestly and ethically, in a manner that maintains and enhances the public's trust and confidence in the public service and does not bring it into disrepute.

Sworn/Affirmed [circle one] by me, at Victoria, this 27<sup>th</sup> day of June, 2016

  
.....  
Person giving Oath or Affirmation

  
.....  
Person administering Oath or Affirmation

R. Fyfe

*Note: this regulation replaces B.C. Reg. 51/87.*

[Provisions of the *Public Service Act*, R.S.B.C. 1996, c. 385, relevant to the enactment of this regulation: sections 21 and 25]



Where ideas work

## Information and Communications Technology (ICT) Agreement

### Information Management and Information Technology Management

I, Will Zylmans, have received a copy of the Standards of Conduct and the Policy Directive dated March 21, 2014 entitled 'Appropriate Use of Government Information and Information Technology Resources' and understand my responsibilities regarding the appropriate use of government information and communications technology.

Will Zylmans  
Employee Signature

June 27, 2016  
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](mailto: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.

  
\_\_\_\_\_  
Signature

Will Zylmans  
Name

June 27, 2016  
Date

## Privacy, Access and Records Management Refresher

I, Will Zylmans, confirm:  
<print name>

- € that I attended the "Privacy, Access and Records Management Refresher" facilitated by the Corporate Information and Records Management Office;
- € that I understood the content of the training, and know that I have resources available to me in the event that I am not clear on my information management obligations; and
- € that I will, in good faith and on the basis of reasonable belief, conduct myself in accordance with the laws, policies and best practices contained within this training.

June 28, 2016

Date



Signature