

Letter: Non Employee Permanent Offers

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Where ideas work

May 30, 2014

Dave Kotorynski  
s.22

Dear Dave:

Re: Requisition #20018, Position #00092133  
ADMN O 18R - Freedom of Information Analyst  
Victoria, BC  
Tech, Innov & Citizens' Serv

Thank you for your interest in working for the BC Public Service. You were previously placed on an eligibility list for future opportunities, and due to a recent vacancy we would like to offer you the above noted opportunity.

The current salary range for this permanent full time appointment is \$48,942.48 to \$55,662.83 annually. Your salary upon appointment will be \$48,942.48 annually (\$1,875.96 bi-weekly), which represents Grid 18, Step 1 of the salary range.

Please confirm the salary rate reflected in your first full pay with the rate quoted in this letter. Any discrepancy should immediately be reported to Payroll Services (1-877-277-0772).

Your supervisor upon appointment will be Anita Foster.

As the duties of this position meet the requirements of the Security Screening Policy, a check must be completed. Please go to [Consent for Disclosure of Criminal Record Information form](#). Complete this form and return it to me as soon as possible, so that I can send it to the Criminal Records Review Program. This offer of employment is subject to a satisfactory outcome of this search.

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 menu option 2) in the event that you are arrested, charged or convicted of any criminal offence.

This position is a part of the BC Government and Service Employees Union (BCGEU). If you are not already a member, you will be required to join the BCGEU. The collective agreement negotiated between the BCGEU and the Province of British Columbia is available on the employee Intranet and available to you when you start work, so that you will be familiar with the terms of your employment.

Consistent with normal practice, you will be subject to a probationary period of 913 hours, 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.

As a new employee, there are 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 will be available to you following your confirmation offer letter. Once received, please complete and submit these documents as directed as quickly as possible to ensure timely payroll processing.

The Public Service Act requires that you swear or affirm an oath of employment. Your acceptance of this offer confirms your understanding of and agreement to comply with the Standards of Conduct for Public Service Employees.

Dave, I wish you every success in your new position.

Please contact me at [Elizabeth.vanderBeesen@gov.bc.ca](mailto:Elizabeth.vanderBeesen@gov.bc.ca) if you have any questions or concerns.

Yours truly,

Elizabeth Vander Beesen

June 10, 2014

Dave Kotorynski  
s.22

Dear Dave:

Re: Requisition #20018, Position #00092133  
ADMN O 18R - Freedom of Information Analyst  
Victoria, BC  
Tech, Innov & Citizens' Serv

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Once again, I would like to congratulate you on your new appointment in the BC Public Service. My earlier offer can now be confirmed as all required information has been received and the review period (if required) has concluded.

Please access the Career Centre by logging on to the BC Public Service recruitment system via MyHR and click the 'My On-boarding' link to obtain more information regarding your on-boarding documents, including where to send completed forms.

If you are a current BC Public Service employee your on-boarding documents are optional for completion and are provided to you as a courtesy.

Dave, I look forward to you starting on June 16, 2014, and I wish you every success in your new position. Please contact me at [Elizabeth.vanderBeesen@gov.bc.ca](mailto:Elizabeth.vanderBeesen@gov.bc.ca) if you have any questions or concerns.

Yours truly,

Elizabeth Vander Beesen



## OATH OF THE BRITISH COLUMBIA PUBLIC SERVICE

AS A MEMBER of the *British Columbia Public Service*, I do solemnly affirm 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:*
  - *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;*
  - *Safeguard confidential information, not divulging it unless I am either authorized to do so or required to do so by law;*
  - *Base my advice, recommendations and decisions on the objective evidence that is available to me;*
  - *Serve the government impartially; and*
  - *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.*

AS SWORN OR AFFIRMED by Dave Kotorynski  
in accordance with the PUBLIC SERVICE ACT.



JOHN DYBLE

DEPUTY MINISTER TO THE PREMIER, CABINET SECRETARY  
AND HEAD OF THE BC PUBLIC SERVICE