

April 5, 2016

Eric Gauf  
s.22

Dear Eric:

Re: Requisition #30289, Position #00079858  
ADMN O 24R - Policy Analyst (Developmental)  
Victoria, BC  
Ministry of Health

Further to your interview, I am pleased to inform you that you have been selected for the position noted above.

The current salary range for this appointment is \$59,449.17 to \$67,894.79 annually. Your salary upon appointment will be \$59,449.17 annually (\$2,278.68 bi-weekly), which represents Grid 24, 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 Frances Bryan.

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 the menu option for self-reporting an incident) 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.

Unsuccessful employee applicants may request a review of the staffing decision. Please ensure you do not make any final commitments in your present circumstances until you have been informed that this offer of employment can be finalized.

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.

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

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

Yours truly,

Mitch Moneo

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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.

Eric, I look forward to you starting on May 2, 2016, and I wish you every success in your new position. Please contact me at [Mitch.Moneo@gov.bc.ca](mailto:Mitch.Moneo@gov.bc.ca) if you have any questions or concerns.

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Letter: Non Employee Permanent Offers

[Printable Version](#)

Where ideas work

April 7, 2016

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Yours truly,

Mitch Moneo



## 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.

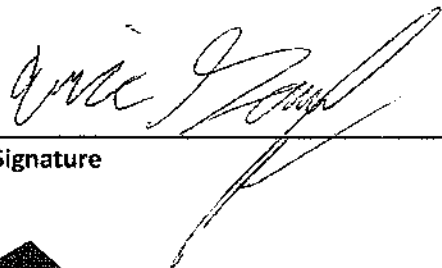
**Sign the statement at the bottom of this page and return it to your supervisor to submit via an  
[AskMyHR Online Service Request](#) within ten working days. When submitting this form, select the  
Supervising and Leading People > Access to Personnel Files service type. Retain the attached policy 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

Date



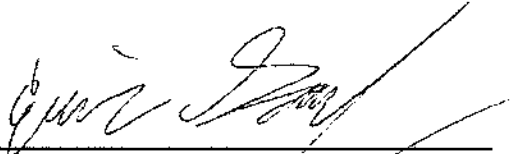
Eric Gault

May 02/16

## Information and Communications Technology (ICT) Agreement

### Information Management and Information Technology Management

I, ERIC GAUF, 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

May 02/16  
Date

Pc: BCPSA HR Client Services for Employee Personnel File