

Parte, Maura PSA:EX

From: Phillips, Dawn-Lynn PSA:EX
Sent: Wednesday, July 18, 2018 6:28 PM
To: Parte, Maura PSA:EX
Subject: RE: Layne Clark

Hi Maura – I heard back regarding Layne as follows –

I have processed s.22 for Layne Clark effective July 18, 2018.

Thank you.....dl

Dawn-Lynn Phillips, HR Executive Support Services Advisor
Executive Talent Management
Talent Management Division | BC Public Service Agency
Suite 500, 1011 – 4th Avenue | Prince George BC | V2L 3H9 | Phone: 250.888.4570



Where ideas work

From: Parte, Maura PSA:EX
Sent: Tuesday, July 17, 2018 4:56 PM
To: Phillips, Dawn-Lynn PSA:EX
Subject: Layne Clark

Layne Clark's s.22 position as Director, Liaison and Coordination, Office of the Premier, is effective July 17, 2018.

Maura Parte
BC Public Service Agency
250-213-6377

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Withheld pursuant to/removed as

s.22



PERSONAL AND CONFIDENTIAL

July 19, 2017

Layne Clark
(hand delivered)

Dear Layne:

As your supervisor, I am pleased to confirm your appointment as Director of Liaison and Coordination, Office of the Premier as specified in the appointment Order in Council, effective July 18, 2017.

Your salary will be \$100,000 per annum. This salary represents the Band 4 classification of the Salary Range Regulation (OIC 219/2017). The terms and conditions of your employment are equivalent to those established for category C appointees in the "Terms and Conditions for Excluded Employees and Appointees" administered by the Public Service Agency. These are available at <http://www2.gov.bc.ca/gov/content/careers-myhr/managers-supervisors/employee-labour-relations/conditions-agreements/excluded-employees-appointees>. Please take some time to familiarize yourself with them. If you have any questions, please contact Dawn-Lynn Phillips (Dawn-Lynn.Phillips@gov.bc.ca), BC Public Service Agency.

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 that is currently being processed.

As an Order in Council appointee you must conduct yourself in a manner that maintains and enhances the public's trust and confidence in the government. Please ensure you are familiar with the Standards of Conduct for Political Staff, a copy of which is attached. Further, as an Order in Council appointee, your order may be rescinded at any time resulting in the termination of your appointment.

Once you have signed this letter indicating your acceptance, please scan and email to Dawn-Lynn Phillips.

Lastly, I want to extend my best wishes for your success in this role.

Yours truly,



Geoff Meggs
Chief of Staff
Office of the Premier

pc: Dawn-Lynn Phillips, BC Public Service Agency

I have read and accept the terms and conditions of this appointment.



Jayne Clark

JULY 24 2017
Date

Information and Communications Technology (ICT) Agreement

Information Management and Information Technology Management

I, Layne Clark, 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

AUG 01 2017
Date

Pc: BCPSA HR Client Services for Employee Personnel File

Public Service Act
POLITICAL STAFF OATH REGULATION

Definition

- 1 In this regulation, "**political staff member**" means a person described in the Schedule to the Standards of Conduct for Political Staff Regulation.

Form of oath

- 2 The prescribed form of oath for a political staff member for the purposes of section 21 of the *Public Service Act* is as follows:

As an appointee under section 15 (1) (a) of the *Public Service Act*, I,
..Layne Clark....., [appointee 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 Political Staff, 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) conduct myself honestly and ethically, in a manner that maintains and enhances the public's trust and confidence in the Province of British Columbia and does not bring it into disrepute.

Sworn/Affirmed [circle one] by me, at Victoria BC,
this 01 day of AUGUST, 2017.

Wanda Smith
.....
Person administering Oath or Affirmation


Wanda Smith
COMMISSIONER FOR
TAKING AFFIDAVITS

Layne Clark
.....
Person giving Oath or Affirmation

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

PROVINCE OF BRITISH COLUMBIA
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

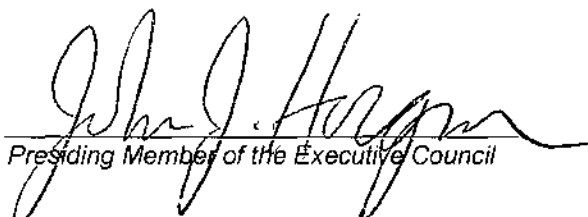
Order in Council No. **220**, Approved and Ordered **JUL 18 2017**


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

- (a) each person named in Column 1 of the attached Schedule is appointed to the position shown opposite the person's name in Column 2,
- (b) a person appointed to a position under paragraph (a)
 - (i) is to be paid in accordance with the Salary Range Regulation, starting at the amount shown opposite the person's name in Column 3 of the attached Schedule, and
 - (ii) is to have the terms and conditions of employment equivalent to those established for category C appointees in the "Terms and Conditions for Excluded Employees and Appointees" administered by the Public Service Agency, and
- (c) if a person appointed to a position under paragraph (a) of this order held a position by appointment under section 15 of the *Public Service Act* immediately before the making of the appointment under paragraph (a), that earlier appointment is rescinded.


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: _____

SCHEDULE

Column 1 Person	Column 2 Position	Column 3 Remuneration
AARON, Sage	Director, Communications, Office of the Premier	\$125 000.00
CLARK, Layne	Director, Liaison and Coordination, Office of the Premier	\$100 000.00
HOLMWOOD, Jennifer	Deputy Communications Director, Office of the Premier	\$110 000.00
MCCONNELL, Sheena	Press Secretary, Office of the Premier	\$120 000.00
MEGGS, Geoff	Chief of Staff, Office of the Premier	\$195 000.00
NASH, Amber	Executive Coordinator to the Premier, Office of the Premier	\$70 000.00
ORECK, Mira Danielle	Director, Stakeholder Relations, Office of the Premier	\$120 000.00
TELLO, Romeo Allen	Executive Assistant to the Premier, Office of the Premier	\$54 720.22
VAN MEER MASS, Kate	Director, Operations, Office of the Premier	\$125 000.00
WONG, Tamarra	Executive Coordinator to the Chief of Staff, Office of the Premier	\$70 000.00

Relocation Assistance and/or Househunting Expense Report and Assignment of Wages Agreement

☐ **Employee Applicants:** I acknowledge that I am moving and receiving relocation expenses as a result of a staffing action. As such, I agree to the following conditions.

OR

☒ **New Appointees:** In consideration of the assistance / reimbursement of expenses of \$ 846.13 as requested here to assist in the payment of my relocation and/or house hunting expenses in moving, I agree to the following conditions.

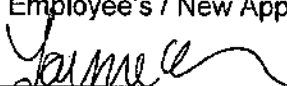
It is understood and agreed that should I resign from the service of the Government of British Columbia prior to completing 24 months of service, the amount of expenses / assistance granted to me will be repaid on the prorata basis of:

- One-twenty fourth of the total amount of relocation expenses / assistance and/or house hunting expenses received for each full and partial month, if any, that my employment falls short of 24 months full time (or equivalent service).
- Where the employee / appointee is at work beyond the 15th day of the final partial month, that final partial month will be considered to be a completed month of service for purposes of calculating the amount to be repaid.

For the purpose of repayment, the Minister of Finance is hereby authorized to recover any outstanding portions of the relocation assistance through payroll deduction or other remuneration deduction without further notice.

Nothing contained herein shall prejudice the right of the Ministry to recover any outstanding advance or portion thereof after termination of employment.

I understand and agree to these terms and conditions.

Date: <u>Oct 12 2017</u>	Employee's / New Appointee's Signature and Printed Name:  <u>Layne Clark</u>
Date: <u>Oct. 12, 2017</u>	Witness Signature and Printed Name:  <u>Elizabeth Parkinson</u>

Complete and sign in duplicate and return two copies to the issuing office. Retain a copy for your personal records.

Note: Canada Customs and Revenue Agency may deem this to be taxable allowance and should be contacted directly for further information.

Consent for Disclosure of Criminal Record Information



Where ideas work

PART 1 (To be completed by applicant/employee)

Surname Clark	Given Name (1) Layne	Given Name (2)
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s.22

Failure to accurately disclose the above information is grounds for disqualification from employment or dismissal in the event that the information is discovered after employment.

PERMISSION, WAIVER and RELEASE:

Pursuant to Section 8(1) of the Privacy Act of Canada, and Sections 32(b) and 33.1(1)(b) of the British Columbia Freedom of Information and Protection of Privacy Act (FOIPPA), by my signature below I hereby consent to a check for records of criminal convictions, outstanding charges, and/or arrests. Other documents in the custody of the police, the court, or crown counsel may be accessed in order to assess any information found as a result of the criminal record check.

I authorize the release of this information to the Personnel Security Screening Office of the Ministry of Public Safety and Solicitor General for the purposes of determining my suitability for a position in the BC Public Service. I understand that my consent will be retained on file, that if I am charged or convicted of an offence subsequent to this record check I agree to report the charge or conviction to my organization, and that I will be required to submit to periodic rechecks to retain my position. This information is collected by the British Columbia Public Service under s.26(c) of FOIPPA. Any questions about the collection and use of this information can be directed to an HR Service Representative at the BC Public Service Agency by submitting a request at [AskMyHR](#), phoning: 1-877-277-0772 or writing to: Manager, Contact Centre Operations, BC Public Service Agency 810 Blanshard St. Victoria, B.C. V8W 2H2

I hereby release and forever discharge (i) Her Majesty the Queen in Right of Canada, the Royal Canadian Mounted Police, their members, employees, agents and assigns, and (ii) Her Majesty the Queen in Right of the Province of British Columbia and all employees and agents of the Province of British Columbia from any and all actions, causes of actions, claims, complaints and demands for any form of relief, damages, loss or injury which may hereafter be sustained by myself, howsoever arising from the above authorized disclosure of information and waive all rights thereto.


Applicant/Employee Signature

2017 08 01
Date (Year, Month, Day)

PART 2 (To be completed by hiring manager)

Hiring Manager Surname Meggs	Hiring Manager Given name Geoff	
Ministry/Organization Office of the Prem.	Hiring Manager Phone Number	Hiring Manager Email Address (government email only)

1. Initiate the criminal record check on this applicant by entering the information on this form into the Personnel Security Screening Office (PSSO) on-line service at this address: <https://eservice.pssg.gov.bc.ca/pssol/>.

2. Record entry into PSSO on-line service.

☒ Check here to confirm criminal record check request entered into PSSO online service

Reference Number (from PSSO online service after submission)
2837918

3. Scan the first page of this form plus the photocopies of the applicant's ID and send them to the BCPSA using an [AskMyHR service request](#). Enter "Consent for Security Screening" in the subject line. Select "Jobs & Hiring" then "Criminal Record Check Consent Form" in the service list. Attach the scanned documents. Securely destroy the originals.

From: MyHR
To: [Doucet, Katrina PSA:EX](#)
Subject: Security Screening 164440 20170901 170901-000511
Date: Friday, September 1, 2017 3:53:04 PM

Forwarded By: Katrina Doucet - Katrina.Doucet@telus.com

Subject

Security Clearance for Layne Clark, Service 2837918, DoB 1990-04-26

Question Reference # 170901-000511

Assigned: Katrina Doucet
Date Created: 09/01/2017 02:10 PM
Date Last Updated: 09/01/2017 03:51 PM
Status: Solved

Note By (Katrina Doucet) (09/01/2017 03:51 PM)

PeopleSoft has been updated and document filed

Customer By CSS Email (Criminal Records Check) (09/01/2017 02:10 PM)

Dear Petrina Barrett,

We are pleased to advise that the personnel screening process is complete and that a security clearance has been granted for Layne Clark, s.22

Thank you for your cooperation.

Personnel Security Screening Office
Ministry of Justice - Security Programs Division
Telephone: 1-855-587-0185 Fax: 1-250-356-5987

From: [Parte, Maura PSA:EX](#)
To: [Phillips, Dawn-Lynn PSA:EX](#)
Subject: Layne Clark
Date: July 17, 2018 4:56:28 PM

Layne Clark's s.22 Director, Liaison and Coordination, Office of the Premier, is effective July 17, 2018.

Maura Parte
BC Public Service Agency
250-213-6377

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Subject**164440 CLARK, Layne**

s.22

Question Reference # 180718-000169

Assigned: Jenifer Marchant

Date Created: 07/18/2018 09:22 AM

Date Last Updated: 07/18/2018 10:00 AM

Status: Solved

Response By Email (Jenifer Marchant) (07/18/2018 10:00 AM)

Hello Dawn-Lynn,

I have processed s.22 for Layne Clark effective July 18, 2018.

We believe your request is now complete, however if you identify any outstanding issues please let us know by responding to this email. This will automatically re-open your request.

To track, update or review your service requests and history, visit the BC Public Service Agency Contact Centre at www.gov.bc.ca/myhr/contact. You can also update your service request by replying to this e-mail. For easy reference, here is your service request number (180718-000169).

Thank you,

Jenifer Marchant

TELUS Employer Solutions in partnership with BC Public Service Agency

AskMyHR: www.gov.bc.ca/myhr/contact**Customer By (Dawn-Lynn Phillips) (07/18/2018 09:22 AM)**

Attn HR Admin Tech - please see attached email regarding Layne Clark's s.22 her last day in the office was 17JUL18. s.22 effective 18JUL18. Please file attached email in TRIM. Thank you.....dl

Irina Fantetti

From: Parte, Maura PSA:EX
Sent: July 17, 2018 4:56 PM
To: Phillips, Dawn-Lynn PSA:EX
Subject: Layne Clark

Layne Clark's s.22 Director, Liaison and Coordination, Office of the Premier, is effective July 17, 2018.

Maura Parte
BC Public Service Agency
250-213-6377

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Status prior to Term

Review Job rows prior to Termination, if the employee has been on Pending LTD, LTD Denied, LTD, or Rehab prior to the termination with no period of regular work in between do not process termination. Send a T2T Ticket to the TSSI T2 WCB/LTD/Rehab group advising them the EDA is there. They will process the Termination.

Termination Checklist

Last Name	First Name	Empl ID	Dept ID	Rec #	Std Hrs
CLARK	Layne Mariya	s.22	004 - 0031	0	35

Termination Date:	Final PP End Date:	Last Day Worked:	Layoff Date (if applicable)
2018-07-18	2018-07-21	2018-07-17	

Appointment Status: (Employee Category)	Union:	Action / Reason:
Regular Employee	N/A - Non Applicable	s.22

s.22

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New Hire

EMPLOYEE INFORMATION

EMPLOYEE NAME:	CLARK, Layne Mariya	Regular
EMPLOYEE ID:	s.22	EFFECTIVE DATE: 2017-07-18
DEPARTMENT ID:	004-0031	(YYYY-MM-DD)
STANDARD WEEKLY HOURS:	35	BEN PGM: MGF
BASE RATE OF PAY:	\$3,832.99	LEAVE SERVICE DT: 2017
ADD TO BASE PAY:	\$0.00	Record Number: 0
		<input type="checkbox"/> Concurrent Hire

ADDS TO PAY

☐ -
☐ -
☐ Other Adds indicated in EDA set up

GENERAL DEDUCTIONS

☐ -
☐ -
☐ Other, as indicated in EDA

STIP STAGE DATES

Enter

☒ 1 = Hire Date 2017-07-18
☒ 2 = Hire Date + 3 mos 2017-10-18
☒ 3 = Hire Date + 6 mos 2018-01-18

LEAVE PLANS (per Vacation Leave Plan / Adj Table &)

Enter

☐ VACMGN
☐ Leave Service Date 2017-07-18
☐ -
☐ -
☐ SI (S57 sick bank) on

CANADA INCOME TAX

☒ TD1 (Current Year) s.22
☒ TD1 BC (Current Year)
☒ Set to Basic if no TD1/TD1BC

WAGE LOSS PLAN

☒ REG

BENEFITS

☒ Pension 80 - SUPANN
☐ Recover Pension Arrears
☒ FLEX BEN - done by Benefits -
☐ -
☐ -

DIRECT DEPOSIT (if received)

☒ Process Direct Deposit form, have it checked by another Payroll Tech, then put in Mail Slot

FIRST PAYCHEQUE

☐ -
☐ Off-cycle
☒ Current

RECONCILE

☒ Reconcile Calcd pay next day for Adds to Pay
☒ Ensure V01 & S57 banks correct after Confirm

Notes

OIC hire

140/12x6

AUG 19 2017 PP

VAT + 70 hrs July 18/17 ✓

CP

Aug 10/17

6U turn off

V01 did not populate as it should have

s.22

Processed by: Cathy Petch

Date: 2017-07-24

Place checklist and attached documentation (if any) in NEW HIRE / REHIRE / Recall basket in file room.

Additional Notes

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