

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: Thursday, August 3, 2017 3:41 PM
To: Roe, Sandra PSA:EX
Cc: Quelch, Barbara PSA:EX
Subject: RE: Administrative Coordinator Resumes and Administrative Assistant Deployment

Hello Sandra,

Please go ahead with preparing these appointments for a 6 month term.

Please let me know when it is confirmed at your end so I can communicate with MAs.

Thank you,

Maura Parte
250-213-6377

From: Roe, Sandra PSA:EX
Sent: Thursday, August 3, 2017 1:12 PM
To: Parte, Maura PSA:EX
Cc: Quelch, Barbara PSA:EX
Subject: RE: Administrative Coordinator Resumes and Administrative Assistant Deployment

Hi Maura –

I'm stepping in to help out on a few things in Chrissy's absence. Can you please confirm that your email below is your approval for us to move ahead with confirming ^{s.22} to the administrative assistant roles^{s.22} If so, can you also confirm what the end date of the OIC appointment should be.

We will endeavour to get everything in place to have these three start on Tuesday. We will have a welcome package with the appropriate forms, etc. ready for them be we will need some details from you as to where they should go and who they should meet with they arrive.

I look forward to hearing back from you and getting your o.k. to proceed with the onboarding and OIC for ^{s.22}
^{s.22}

Thanks,
Sandra

From: Parte, Maura PSA:EX
Sent: Wednesday, August 2, 2017 5:18 PM
To: Oliver, Chrissy PSA:EX
Cc: Halls, Lori D PSA:EX; Roe, Sandra PSA:EX
Subject: RE: Administrative Coordinator Resumes and Administrative Assistant Deployment

Thank you Chrissy.

Please go ahead with the deployment of staff per your recommendation below.

As soon as it is finalized please let me know so I can make the Minister and MAs aware as they have been asking.

I will review the AC resumes attached.

Maura

From: Oliver, Chrissy PSA:EX
Sent: Wednesday, August 2, 2017 4:39 PM
To: Parte, Maura PSA:EX
Cc: Halls, Lori D PSA:EX; Roe, Sandra PSA:EX
Subject: Administrative Coordinator Resumes and Administrative Assistant Deployment

Hi Maura,

As discussed, I have attached the following resumes for the following Clerk 9 Administrative Assistants currently in a Minister's office, who are interested in being considered for an Administrative Coordinator Role.

s.22

In addition, I want to flag for you^{s.22}
s.22

On the Administrative Assistant (Clerk 9) front, I understand Barbara Quelch will have 4 new auxiliary hires ready to start in ministers' offices on Tuesday, August 8.

I am hoping that you will consider prioritizing their deployment to the Minister of Labour, Minister of Education and the Minister of Energy, Mines and Petroleum Resources' offices as those are the ones with ministry staff that are required back at their home base as soon as possible.

Thank you.

Chrissy

Chrissy Oliver, Lead, Strategic Initiatives
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1 | 250.356.8385
MyHR@gov.bc.ca | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: Thursday, August 3, 2017 3:44 PM
To: Hurtig, Jane PREM:EX
Subject: RE: ^{s.22}

Yes I have her resume ^{s.13}

I will get some background from the PSA on her too. There are people who have been AAs for a while that haven't moved into the AC role for a reason.

Thanks,
Maura

From: Hurtig, Jane PREM:EX
Sent: Thursday, August 3, 2017 9:24 AM
To: Parte, Maura PSA:EX
Subject: RE: ^{s.22}

Thanks for update.

They are anxious in Ministry to get an answer, so I have agreed that they should go ahead and get a temp while things are being sorted out.

Hope you are looking forward to a good long weekend!

Jane Hurtig
Ministerial Assistant to Minister of Municipal Affairs and Housing and responsible for Translink
Cell 778 584 1744

From: Parte, Maura PSA:EX
Sent: Wednesday, August 2, 2017 5:22 PM
To: Hurtig, Jane PREM:EX
Subject: RE: ^{s.22}

Hello Jane,

^{s.22}

Thank you,
Maura

From: Hurtig, Jane PREM:EX
Sent: Tuesday, August 1, 2017 12:33 PM
To: Parte, Maura PSA:EX
Subject: ^{s.22}

Hi Maura – could you tell me if ^{s.22} is scheduled for an interview for the ^{s.22},
s.22

Thanks,

Jane Hurtig
Ministerial Assistant to Minister of Municipal Affairs and Housing and responsible for Translink
Cell 778 584 1744

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: Thursday, August 3, 2017 5:20 PM
To: Quelch, Barbara PSA:EX
Subject: RE: Administrative Assistants

Understood. I'm working through it myself. It comes from a desire on the part of some ACs to be consulted on the process of bringing another staff person into the office.

Thank you,
Maura

From: Quelch, Barbara PSA:EX
Sent: Thursday, August 3, 2017 4:14 PM
To: Parte, Maura PSA:EX
Subject: RE: Administrative Assistants

Hi Maura,

I'm thinking this through and probably have more questions than answers right now. Perhaps we could discuss it during the call tomorrow morning.

Barbara Quelch, Practice Advisor
Hiring Centre | Hiring and Service Operations Division | BC Public Service Agency
100 - 940 Blanshard St. | Victoria, BC | V8W9V1 cel 250 812-1049 |
AskMyHR (www.gov.bc.ca/myhr/contact)

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From: Parte, Maura PSA:EX
Sent: Thursday, August 3, 2017 3:57 PM
To: Quelch, Barbara PSA:EX
Subject: Administrative Assistants

Hello Barbara,

We have offices with existing ACs asking if they can play a role in hiring the AA.

They understand it's a prequalified list prepared by the PSA.

Would this be possible going forward?

Thank you,
Maura
250-213-6377

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: Friday, August 4, 2017 3:18 PM
To: 'karen.coolin@gov.bc.ca'
Subject: FW: MO Assistance
Attachments: Applicant Report Susan Johnstone.docx

You have a FT administrative assistant starting Monday morning. Please see details below.
Do you have a relationship with an AC from another office that could assist her?

Maura

From: Roe, Sandra PSA:EX
Sent: Friday, August 4, 2017 2:58 PM
To: Birnie, Kayla LBR:EX; Parte, Maura PSA:EX
Cc: Quelch, Barbara PSA:EX
Subject: MO Assistance

Hi Maura and Kayla–

Attach is the resume/overview of Susan Johnstone who will be starting a TA in the administrative assistant role in the Minister of Labour's office on Monday. ^{s.22}

s.22

s.22

Please let me know if you have any questions.

S

Sandra Roe, A/Manager, Executive Operations
Office of the Deputy Minister | BC Public Service Agency
4th Floor, 810 Blanshard Street | Victoria, BC | V8W 2H2
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Where ideas work

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: Friday, August 4, 2017 3:20 PM
To: Teng, Zita EDUC:EX; Roe, Sandra PSA:EX
Cc: Quelch, Barbara PSA:EX; Iliffe, Liam PREM:EX
Subject: RE: MO Assistance

Hi Zita,

Thank you for taking care of that.

I've copied the MA Liam Iliffe as well so he is aware.

Maura
250-213-6377

From: Teng, Zita EDUC:EX
Sent: Friday, August 4, 2017 2:50 PM
To: Roe, Sandra PSA:EX; Parte, Maura PSA:EX
Cc: Quelch, Barbara PSA:EX
Subject: RE: MO Assistance

Sounds good. Thanks.

s.22

Zita

From: Roe, Sandra PSA:EX
Sent: Friday, August 4, 2017 2:46 PM
To: Teng, Zita EDUC:EX; Parte, Maura PSA:EX
Cc: Quelch, Barbara PSA:EX
Subject: MO Assistance

Hi Maura and Zita--

Attach is the resume/overview of Kaitlin Scheli who will be starting a TA in the administrative assistant role in the Minister of Education's office on Monday. s.22 Will call Kaitlin to check in with the Sergeant at Arms at 9:30 am, and let

s.22

s.22

Please let me know if you have any questions.

S

Sandra Roe, A/Manager, Executive Operations

Office of the Deputy Minister | BC Public Service Agency

4th Floor, 810 Blanshard Street | Victoria, BC | V8W 2H2

Ph: (250) 356-5415 | Fax: (250) 356-7074

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Where ideas work

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: Friday, August 4, 2017 3:49 PM
To: Clark, Layne PREM:EX
Subject: FW: Confirmation letters - high priority
Attachments: revised_support_Appt letter_Aug_2017.docx

Importance: High

Hello Layne,

This is not urgent for today but wanted to flag this for you and Geoff.

As we discussed all appointments in the Minister's offices are by OIC.

Because of the current reporting structure with everyone reporting to the Chief of Staff they have also identified that person as the supervisor and as such there is a requirement to sign every confirmation of appointment letter.

This does not need to happen today. The OICs are being put through and they are starting work on Monday but the confirmation letters can follow next week and I will coordinate getting those to the CoS.

I did however want to flag for your office the requirement for the CoS to be the final sign off on these hiring decisions.

Please call if there are any questions.

Maura

From: Quelch, Barbara PSA:EX
Sent: Friday, August 4, 2017 12:43 PM
To: Parte, Maura PSA:EX
Subject: Confirmation letters - high priority
Importance: High

Hi Maura,

As a follow-up to this morning's meeting, I have attached another generic version of the Clerk 9 confirmation letters for your approval. This letter will be provided to all Clerk 9 candidate's we are sending over to start, beginning this Tuesday. Ideally we will send these to the first two new employees today, once their OIC is completed.

Items requiring your approval (highlighted item is top priority):

- Geoff Meggs is listed as the supervisor and his name is in the signature for the letter
- Dates indicating a 6 month appointment
- Compensation at step one.

Thanks for your attention to this Maura.

Barbara Quelch, Practice Advisor
Hiring Centre | Hiring and Service Operations Division | BC Public Service Agency
100 - 940 Blanshard St. | Victoria, BC | V8W9V1 cel 250 812-1049 |
AskMyHR (www.gov.bc.ca/myhr/contact)

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Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: Friday, August 4, 2017 3:53 PM
To: Vasilev, Susan LASS:EX
Subject: FW: Administrative Coordinator Salaries
Attachments: Current Cohort Admin Coordinator Salaries.docx

Plus Michelle Wakeman in Minister Farnworth's office

Hi Maura,

I have attached a list of the current Administrative Coordinators including their current salary, step and date of last increase. They are all on either Step 1, 3 or 5. All are eligible (dependent on budget and performance) to move to the next step except for^{s.22} who has been in the position for less than a year. I have included the Admin Coordinator salary grid below, for your information.

Step	Annual	Monthly	Bi-weekly	Hourly	Notes
1	53,996.76	4,499.73	2,069.69	29.5670	90.26% of Management Level 01
2*	55,336.71	4,611.39	2,121.05	30.3007	92.50% of Management Level 01
3	56,401.67	4,700.14	2,161.87	30.8839	94.28% of Management Level 01
4*	57,490.38	4,790.87	2,203.60	31.4800	96.10% of Management Level 01
5	58,591.09	4,882.59	2,245.79	32.0827	97.94% of Management Level 01
6	59,823.55	4,985.30	2,293.03	32.7576	100% of Management Level 01

Chrissy Oliver, Lead, Strategic Initiatives
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MyHR@gov.bc.ca | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: Friday, August 4, 2017 5:21 PM
To: Quelch, Barbara PSA:EX
Subject: Re: AC applicants August 4th

Thank you.
I will have a short list developed by Tuesday.
Have a great weekend,
Maura

On Aug 4, 2017, at 4:43 PM, Quelch, Barbara PSA:EX <Barbara.Quelch@gov.bc.ca> wrote:

Hello Maura, here are the new AC applications we received today. Have a wonderful weekend.

Barbara Quelch, Practice Advisor
Hiring Centre | Hiring and Service Operations Division | BC Public Service Agency
100 - 940 Blanshard St. | Victoria, BC | V8W9V1 cel 250 812-1049 |
AskMyHR (www.gov.bc.ca/myhr/contact)

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<printable_batch-08-04-2017.pdf>

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: Tuesday, August 8, 2017 9:17 AM
To: Clark, Layne PREM:EX
Subject: MA meeting?

Good morning Layne,

I haven't scheduled a meeting for today or the briefing with Cabinet Operations.

I think they need to meet with Geoff soon but likely not today, what are your thoughts?

I'm also in Vancouver this week from Wednesday to Friday conducting interviews.

Maura

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: Tuesday, August 8, 2017 9:47 AM
To: Quelch, Barbara PSA:EX
Cc: Hails, Lori D PSA:EX
Subject: New staff onboard this week

Good morning Barbara,

I'm checking in regarding administrative assistants coming on board this week.

I understand there are two positions starting today in the office of the Minister of Labour and the Minister of Education.

I also understand we may be close to an appointment in the office of the Minister of Energy and Mines and am wondering if we are any further ahead on that.

I'm in interview panels Wednesday to Friday in Vancouver but will make myself available for finalizing more appointments this week.

I'm also not sure which offices are next on the list in terms of immediate need.

I'm available to meet this afternoon if that would be helpful.

Thank you,
Maura
250-213-6377

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: Tuesday, August 8, 2017 9:49 AM
To: suzanne.christensen@leg.bc.ca
Subject: Fwd: Administrative Coordinator Salaries
Attachments: ATT00001.htm; Current Cohort Admin Coordinator Salaries.docx; ATT00002.htm

Administrative Coordinator salary grid below, for your information.

Begin forwarded message:

From: "Oliver, Chrissy PSA:EX" <Chrissy.Oliver@gov.bc.ca>
Date: August 2, 2017 at 4:24:35 PM PDT
To: "Parte, Maura PSA:EX" <Maura.Parte@gov.bc.ca>
Cc: "Halls, Lori D PSA:EX" <Lori.D.Halls@gov.bc.ca>, "Roe, Sandra PSA:EX" <Sandra.Roe@gov.bc.ca>
Subject: Administrative Coordinator Salaries

Hi Maura,

I have attached a list of the current Administrative Coordinators including their current salary, step and date of last increase. They are all on either Step 1, 3 or 5. All are eligible (dependent on budget and performance) to move to the next step except for ^{s.22} who has been in the position for less than a year. I have included the Admin Coordinator salary grid below, for your information.

Step	Annual	Monthly	Bi-weekly	Hourly	Notes
1	53,996.76	4,499.73	2,069.69	29.5670	90.26% of Management Level 01
2*	55,336.71	4,611.39	2,121.05	30.3007	92.50% of Management Level 01
3	56,401.67	4,700.14	2,161.87	30.8839	94.28% of Management Level 01
4*	57,490.38	4,790.87	2,203.60	31.4800	96.10% of Management Level 01
5	58,591.09	4,882.59	2,245.79	32.0827	97.94% of Management Level 01
6	59,823.55	4,985.30	2,293.03	32.7576	100% of Management Level 01

Chrissy Oliver, Lead, Strategic Initiatives
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810 Blanshard Street | Victoria, BC | V8W 9V1 | 250.356.8385
MyHR@gov.bc.ca | 250.952.6000 | Toll Free 1.877.277.0772

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: Tuesday, August 8, 2017 12:46 PM
To: White, Christine CSCD:EX; Hurtig, Jane PREM:EX
Subject: RE: chat with Minister

I'm travelling at that time and then in meetings from 10-6.

I can be available from 12-1, 2:00-2:15 and 4:30 or after 6pm.

Thank you

From: White, Christine CSCD:EX
Sent: Tuesday, August 8, 2017 12:32 PM
To: Hurtig, Jane PREM:EX; Parte, Maura PSA:EX
Subject: RE: chat with Minister

Hi Maura,

I can set up a time tomorrow morning at 8:30. Does this work for you?

I can set up a call, or you can come to our office. Please advise what you would prefer.

Many Thanks,

Christine White, Administrative Coordinator
Office of the Honourable Selina Robinson
Minister of Municipal Affairs and Housing
Office: 250-387-6478 Mobile: 250-812-8894

From: Hurtig, Jane PREM:EX
Sent: Tuesday, August 8, 2017 11:59 AM
To: Parte, Maura PSA:EX; White, Christine CSCD:EX
Subject: chat with Minister

Hi Christine, could you please find a time for Minister and Maura to talk, either in person or by phone. I think they will need about 20 minutes.

Thanks!

Jane Hurtig
Ministerial Assistant to Minister of Municipal Affairs and Housing and responsible for Translink
Cell 778 584 1744

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: Tuesday, August 8, 2017 3:01 PM
To: Oreck, Mira PREM:EX
Subject: RE: Victoria MA interviews

Hi Mira,

Monday will be fine.

I haven't seen the most recent iteration of the interview list, do you have handy and could you please send?

Thank you,
Maura

-----Original Message-----

From: Oreck, Mira PREM:EX
Sent: Tuesday, August 8, 2017 10:06 AM
To: Parte, Maura PSA:EX
Subject: Re: Victoria MA interviews

Hi Maura-

Good to know. How many people are there? Are they all in Vic? I'm worried Geoff is wanting to move quickly on decisions and that maybe we should try to do them on Sunday/Monday? I don't know what your schedule is like.

Let's discuss!
M

Sent from my iPhone

> On Aug 8, 2017, at 9:04 AM, Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca> wrote:

>

> Good morning,

>

> We still have a few interviews to do in Victoria next week. I'm thinking of Monday or Tuesday next week. Tuesday may be better as I have to start hiring administrative staff.

>

> Would it be possible for you to come over here for a day to get this done?

>

> Thank you,

>

> Maura

>

>

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: Tuesday, August 8, 2017 3:56 PM
To: Winstanley, Lori PREM:EX
Subject: FW: MO Assistance for EMPR
Attachments: Applicant Report Marlise Giesen.docx

Hello Lori,

I'm pleased to let you know that a FT administrative assistant is starting in your Minister's office tomorrow morning.

Please see details below and attached. It is a 6 month term to ensure the best fit for your Minister and your soon to be hired Administrative Coordinator.

Please contact me directly with any questions or concerns.

Thank you,
Maura

From: Roe, Sandra PSA:EX
Sent: Tuesday, August 8, 2017 3:53 PM
To: Parte, Maura PSA:EX; Cochrane, Marlene MEM:EX
Cc: Quelch, Barbara PSA:EX
Subject: MO Assistance for EMPR

Hi Maura and Marlene:

Attach is the resume/overview for Marlise Giesen who will be starting a TA in the administrative assistant role in the Minister of Energy, Mines and Petroleum Resources office on Thursday, August 10th. ^{s.22}

s.22

s.22

Please let me know if you have any questions.

S

Sandra Roe, A/Manager, Executive Operations
Office of the Deputy Minister | BC Public Service Agency
4th Floor, 810 Blanshard Street | Victoria, BC | V8W 2H2
Ph: (250) 356-5415 | Fax: (250) 356-7074
www.gov.bc.ca/myhr/contact | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: Tuesday, August 8, 2017 5:31 PM
To: Quelch, Barbara PSA:EX
Subject: RE: Confirmaiton letteres Clerk 9

Thank you Barbara, will dlo.

From: Quelch, Barbara PSA:EX
Sent: Tuesday, August 8, 2017 4:35 PM
To: Parte, Maura PSA:EX
Subject: Confirmaiton letteres Clerk 9

Hi Maura,

Here are the confirmation letters for the three Clerk 9s who have started or will start this week.

It would be very helpful to have these letters presented to the employees and signed as soon as possible. Once we have them we will be able to more easily manage the start-up for these employees including technology and payroll.

Barbara Quelch, Practice Advisor
Hiring Centre | Hiring and Service Operations Division | BC Public Service Agency
100 - 940 Blanshard St. | Victoria, BC | V8W9V1 cel 250 812-1049 |
AskMyHR (www.gov.bc.ca/myhr/contact)

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Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: Wednesday, August 9, 2017 4:31 PM
To: Oreck, Mira PREM:EX
Subject: FW: Position Profile

Hi Mira,

I have to talk to you about interviewing this person and another that came through from Minister Ralston.
The names are ^{s.22}

Maura

s.22

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: Wednesday, August 9, 2017 5:45 PM
To: Quelch, Barbara PSA:EX
Cc: Roe, Sandra PSA:EX; Cochrane, Marlene MEM:EX
Subject: Re: MO Assistance for EMPR

Okay, thank you for letting us know.

Maura

On Aug 9, 2017, at 4:38 PM, Quelch, Barbara PSA:EX <Barbara.Quelch@gov.bc.ca> wrote:

There has been a slight delay in raising ^{s.22} OIC appointment. Therefore, we are recommending that Marlise start her day with you at noon tomorrow. We have sent a message to her advising her of this change.

Barbara Quelch, Practice Advisor
Hiring Centre | Hiring and Service Operations Division | BC Public Service Agency
100 - 940 Blanshard St. | Victoria, BC | V8W9V1 cel 250 812-1049 |
AskMyHR (www.gov.bc.ca/myhr/contact)

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From: Roe, Sandra PSA:EX
Sent: Tuesday, August 8, 2017 3:53 PM
To: Parte, Maura PSA:EX; Cochrane, Marlene MEM:EX
Cc: Quelch, Barbara PSA:EX
Subject: MO Assistance for EMPR

Hi Maura and Marlene:

Attach is the resume/overview for Marlise Giesen who will be starting a TA in the administrative assistant role in the Minister of Energy, Mines and Petroleum Resources office on Thursday, August 10th. ^{s.22}

s.22

s.22

Please let me know if you have any questions.

S

Sandra Roe, A/Manager, Executive Operations

Office of the Deputy Minister | BC Public Service Agency

4th Floor, 810 Blanshard Street | Victoria, BC | V8W 2H2

Ph: (250) 356-5415 | Fax: (250) 356-7074

www.gov.bc.ca/myhr/contact | 250.952.6000 | Toll Free 1.877.277.0772

<image001.png>

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: Wednesday, August 9, 2017 5:55 PM
To: Quelch, Barbara PSA:EX
Cc: Halls, Lori D PSA:EX; Wood, Susan D PSA:EX; Oliver, Chrissy PSA:EX
Subject: Re: Recommended Support Staff hires August 9th

Hello Barbara,

Please consider these signed off, in addition to the 5 recommended yesterday.

I will wait to hear from Chrissy and Sandra on recommendations for office placement.

I am wondering about support for these positions as they move into offices and need help getting set up. Will we be able to have someone there to assist or should we plan to have seniors ACs in the buildings lend some support?

Thank you,
Maura

On Aug 9, 2017, at 5:07 PM, Quelch, Barbara PSA:EX <Barbara.Quelch@gov.bc.ca> wrote:

Hello Maura,

Here are three new priority hires we are recommending for the support staff vacancies. I have also attached the email sent to you yesterday with recommended candidates. As soon as we have your approval we will move forward with all these individuals and be in a position to place them as soon as possible.

Let me know if you have any questions and/or concerns.

Barbara Quelch, Practice Advisor

Hiring Centre | Hiring and Service Operations Division | BC Public Service Agency
100 - 940 Blanshard St. | Victoria, BC | V8W9V1 cel 250 812-1049 |

AskMyHR (www.gov.bc.ca/myhr/contact)

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<Applicant Report^{s.22}

<Applicant Report

<Applicant Report

<mime-attachment>

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: Thursday, August 10, 2017 5:09 PM
To: Meggs, Geoff PREM:EX
Subject: Re: Appointment

Hi Geoff,

I'm wondering if other appointments are being offered to transitional MAs? Asking because they are talking to each other a lot and it may raise some concern if only some are receiving offers and others are waiting until next week or later.

Thank you,
Maura

Sent from my iPhone

On Aug 10, 2017, at 4:13 PM, Meggs, Geoff PREM:EX <Geoff.Meggs@gov.bc.ca> wrote:

s.22

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: Friday, August 11, 2017 10:16 AM
To: Oreck, Mira PREM:EX; ^{s.22}
Subject: Monday afternoon interview

Good morning,

I'm hoping one of you can join me by telephone for an interview Monday starting at either 2pm or 2:30 pm with ^{s.22}
_{s.22}

I appreciate the offer of another interested staff person but I'd recommend this one be conducted by people with some experience with the process so far.

Thank you,
Maura

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: Monday, August 14, 2017 5:44 PM
To: Van Meer-Mass, Kate PREM:EX
Subject: Re: Correspondance Hires

Hi Kate,

Yes I can confirm that all employees in the Premier's office and Minister's offices are OIC appointees.

Maura

On Aug 14, 2017, at 4:40 PM, Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca> wrote:

Hi Maura,

We need to hire two positions in correspondence (fret not we have a plan). I just need to have some clarity if these are OIC appointments or PSA. One is for a Correspondence Coordinator and one Scheduling Clerk. Judy suggested I reach out to you for clarification.

Kate

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: Monday, August 14, 2017 7:02 PM
To: Parte, Maura PSA:EX
Subject: MA HIRING PROCESS

Hello,

I'm getting in touch to let you know the MA hiring process is taking a bit longer than we anticipated and as such no decisions will likely be communicated before the weekend.

Thank you for your patience and please know your hard work is appreciated.

If you have any questions or concerns please don't hesitate to contact me directly.

Thank you,
Maura
250-213-6377

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: Wednesday, August 16, 2017 4:08 PM
To: Cavanagh, Judy PREM:EX
Subject: Spending/Signing Authority

Hi Judy,

I'm wondering/hoping you have spending authority for the Premier's office.

Because all of the administrative staff hires are by OIC they require Geoff to sign the confirmation of employment letters.

With him away we may be able to have MAs sign off but it would be cleaner and more efficient to have them all going through the PO. We even have an office without an MA so it can't happen there.

If you are able to it would require us to send them to you electronically, have you sign each of them, and then send the scanned versions back.

Please call if there are any questions.

Thank you,
Maura
250-213-6377

Parte, Maura PSA:EX

From: Wakeman, Michelle PREM:EX
Sent: Tuesday, August 15, 2017 7:31 PM
To: Parte, Maura PSA:EX
Subject: Fwd: s.22 - Resume
Attachments: Resume s.22 ATT00001.htm

Hi Maura,

Please find attached ^{s.22} resume!

Michelle

Sent from my iPhone

Begin forwarded message:
s.22

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: Wednesday, August 16, 2017 4:37 PM
To: Halls, Lori D PSA:EX
Subject: EMPR

Hello Lori,

I just connected with the MA to let her know Lindsay will be arriving tomorrow morning at 8:30.

Thank you for the solution you have provided.

I'm very aware that all offices are experiencing challenges with staff shortages but wasn't aware that this office in particular has had three temporary people rotating in and out.

I spoke to the MA today about a possible AC and we will make that a priority.

If I hear of other offices in similar circumstances I will let you know.

Thank you again,

Maura
250-213-6377

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: Thursday, August 17, 2017 1:25 PM
To: Quelch, Barbara PSA:EX
Subject: Re: confirmation letters for new/current support staff

Hi Barbara,

I've heard from Judy that she expects to have spending authority today.

I think it makes sense to have all the confirmation of employment letters signed by her rather than Individual MAs.

After that we can send them directly to employees for signing - is your office able to coordinate that?

Thank you,
Maura

> On Aug 16, 2017, at 10:59 PM, Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca> wrote:

>

> Hi Barbara,

>

> Thank you for your patience on this, I appreciate how important it is to get this moving quickly.

>

> Here is what I'm doing and I expect to know more throughout the day tomorrow:

>

> - Chief of Staff to the Premier Geoff Meggs is currently unavailable for signing and won't be available until next Tuesday.

> - I understand the OIC for Judy Cavanagh, Executive Director, Operations and Strategic Initiatives, Vancouver Premier's Office has just been processed. She is currently the Chief of Staff's designate on these matters.

> - I've asked Judy if she has spending authority and whether we can send her all the letters immediately for sign off. I am waiting to hear back on this.

> - If Judy does have this authority, we can coordinate getting all of them signed tomorrow.

> - If not, we will need to work with the MAs in each of the offices to coordinate sign off.

> - I think the best approach in this instance is to have your office do that directly but to please make sure I am copied so I can assist with follow-up where needed.

> - For the first three^{s.22} I sent them to each of the MAs with a request to have the AA sign and to send the letter back to the designated person in the letter. Those letters did not have a signature line for a spending authority so even if they have been sent in I think they may be invalid for that reason.

> - I sent an email to all MAs earlier this week asking whether they have spending authority, and most, but not all, have replied that they do.

> - In particular, Minister Farnworth's office does not have an MA and the AC has limited spending authority so if the PO is unable to attend to this as described above, we will need another solution. I can coordinate having the Minister signing if that is advisable.

>

> Thank you again, I'll be in touch as soon as I get clarification.

>

> Maura

>

>
>
>> On Aug 16, 2017, at 3:12 PM, Quelch, Barbara PSA:EX <Barbara.Quelch@gov.bc.ca> wrote:

>>
>> Hi Maura,
>>

>> Further to my previous note regarding offer letters, I have attached confirmation letters for those employees who have either now started or who have already committed to their start date. Also, previously you were sent letters for

s.22
Were these signed?

>>
>> As I said in my last note, if you would like us to work with the MAs in the individual Minister's offices to have these signed please let us know.

>>
>> Barbara Quelch, Practice Advisor
>> Hiring Centre | Hiring and Service Operations Division | BC Public
>> Service Agency
>> 100 - 940 Blanshard St. | Victoria, BC | V8W9V1 cel 250 812-1049 |
>> AskMyHR
>> (www.gov.bc.ca/myhr/contact) <<http://www.gov.bc.ca/myhr/contact>>

>>
>> Acknowledging with gratitude the Lekwungen Peoples, Traditional Keepers of this Land, where this email is coming to you from. Today, Lekwungen refers to the Songhees and Esquimalt First Nations Communities and their descendants.

>>
>> <Confirmation Elijah Fullaway.docx>
>> <Confirmation Kathleen Fleurant.docx> <Confirmation Mary Kelly.docx>
>> <Confirmation Sara Hembree.docx> <Confirmation Samantha
>> Marshall.docx>

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: Friday, August 18, 2017 1:30 PM
To: Farmer, Susan PREM:EX
Subject: FW: OIC hiring forms
Attachments: OIC Request template.docx; ATT00001.htm; Offer Letter Checklist.xlsx; ATT00002.htm

Hi Susan,

Just a reminder that the OIC form is needed right away.

Thank you,
Maura

From: Parte, Maura PSA:EX
Sent: Thursday, August 17, 2017 12:30 PM
To: Farmer, Susan PREM:EX
Cc: Van Meer-Mass, Kate PREM:EX
Subject: OIC hiring forms

Hi Susan,

The attached forms need to be filled out immediately to get the OIC process moving.

The OIC request form is the most critical for today. If you don't have all the information please fill out what you can.

Maura

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: Friday, August 18, 2017 1:46 PM
To: Spilker, Robyn PREM:EX
Subject: FW: Clerk 9 letters - priority
Attachments: Confirmation^{s.22} locx

Hello Robyn,

I'm hoping you can sign this confirmation of employment letter and return to me this afternoon.

We have identified an Administrative Assistant for your office - ^{s.22}

s.22

I'm in back to back interviews so have limited time to talk this afternoon but can be available over the weekend.

Thank you,
Maura

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: Friday, August 18, 2017 5:47 PM
To: Meggs, Geoff PREM:EX; Cavanagh, Judy PREM:EX
Subject: Transitional MAs extended

Hello Geoff and Judy,

I haven't sent this list to have OICs extended yet as there were a couple of people outstanding and a couple I am not sure of.

s.22

We have ample time to get these processed before the expiry date of August 30.

s.22

Thank you,

Maura
250-213-6377

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: Monday, August 21, 2017 1:59 PM
To: Meggs, Geoff PREM:EX
Cc: Clark, Layne PREM:EX
Subject: Administrative Coordinator Hirings this week

Hello Geoff,

I am recommending the following hires for AC positions in Minister's offices.

I've interviewed them all and checked in with the Minister's office.

I've also screened to see if people took a partisan route to get to the Minister's office.

I've tried to have a balance between new hires and promoting from the existing pool as some people have been in offices for years waiting for an opportunity to move into a bigger role.

People came to us via our NDP central resume collection point, the public service website, the Legislative Assembly website, and by word of mouth.

I'm still trying to recruit more candidates based on diversity objectives; this has been challenging.

They are all starting at Step 1 though I would recommend a pay review for the more senior ACs once things have settled and we have a better sense of the MO budget. The PSA has advised that adjustments can be made whenever we are ready.

Maura

s.22

The Minister's offices that still need ACs are:

- Labour - I've been trying to find a ^{s.22} for this office per the Minister's request

- Attorney General - I'm working with them on this^{s.22}
s.22

- Tourism Arts and Culture -^{s.22}
s.22

- Transportation -^{s.22}

- Environment - I have a person from^{s.22} that may work here

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: Monday, August 21, 2017 3:08 PM
To: Quelch, Barbara PSA:EX
Subject: OICs

Hi Barbara,

I gave Shelley Canitz in the Deputy to the Premier's office a heads up about the high volume of OICs expected in the next few days.

She is going off and was asking about anything that needed to get in front of the DM.

She is asking whether the current batch of OICs for administrative assistants will be coming to them in a batch or individually.

I think she'd like to have a heads up on this going forward, if we know ahead of time.

Thank you,
Maura
250-213-6377

Page 40 to/à Page 41

Withheld pursuant to/removed as

s.22

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: Thursday, August 24, 2017 6:36 PM
To: Meggs, Geoff PREM:EX; Oreck, Mira PREM:EX^{s.22}
Subject: House Leaders office

s.13,s.22

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: Friday, August 25, 2017 7:23 AM
To: Meggs, Geoff PREM:EX
Subject: House Leader's Office

Hi Geoff,

I'm hoping we can discuss this today: I have some ideas about people who can help with house management training but wouldn't be available for work.

I haven't heard anything from MMF since^{s.22}

Maura

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: Friday, August 25, 2017 8:30 AM
To: Meggs, Geoff PREM:EX
Subject: Administrative Coordinator salaries

Hi Geoff,

The PSA has recommended salary increases for most of the coordinators based on length of service and how they would have normally progressed through the grid.

The person who started at Step 1 in 2011 and hasn't moved since would now be at Step 5 of 6 steps. It also allows us to offer more to our new hires who had higher salaries elsewhere.

Many will still be coming in at Step 1 as they were in administrative assistant positions and as a result of their promotion will be receiving a \$10K increase.

The top of the range is just under \$60K which is what we have notionally budgeted for this per the revised MO budgets.

A few will be right near the top, maybe 5-7 of 20.

Do you want to sign off on these individually or is there someone else in your office I should work this through? I could brief Judy or Layne on what we are doing.

It's urgent for today as we need to get the ACs in MOs by next week.

After this, the PSA will also develop a plan to address salaries of administrative assistants.

Thank you,

Maura

Parte, Maura PSA:EX

From: Roe, Sandra PSA:EX
Sent: Friday, August 25, 2017 12:56 PM
To: Parte, Maura PSA:EX
Cc: Phillips, Dawn-Lynn PSA:EX
Subject: Onboarding - Political Appointments
Attachments: 1. Contact Information.pdf; 2. Standards of Conduct - Political Ack..pdf; 3. IM-IT Agreement.pdf; 4. Oath - Political.pdf; 5. Direct Deposit Authorization.pdf; 6. Tax - Federal 2017.pdf; 7. Tax - BC 2017.pdf; 8. Benefits At a Glance-Excluded.pdf; 9. Benefits Guide - Excluded.pdf; 10. Flexible Benefits Calculator Tool.xlsm; 11. MSP Group Enrolment.pdf; 12. Flexible Benefit Enrollment-Change.pdf; 13. Group Life - Beneficiary Designation.pdf; 14. Evidence of Insurability.pdf; 15. Pension - Nomination of Beneficiary.PDF; 16. Optional - Waiver of Pension Coverage.pdf

Maura – the note below and attachments are the onboarding package that would be provided to each new appointee. Barb mentioned you were looking for some information on benefits, etc. Does this help?

Please note - the original Group Life Beneficiary Designation form must be mailed to –

Benefits Service Centre
Block E – 2261 Keating Cross Road
Saanichton BC V8M 2A5

All other forms can be scanned and returned to Dawn-Lynn Phillips, HR Executive Support Services Advisor, BCPSA

Pension information –

http://www.pensionsbc.ca/portal/page/portal/pen_corp_home/pspp_home_page/?pcShortUrl=pspp.pensionsbc.ca

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: Friday, August 25, 2017 2:17 PM
To: Roe, Sandra PSA:EX
Cc: Halls, Lori D PSA:EX
Subject: RE: Draft Letters for consideration

Hello Sandra,

- 1) The letter is signed off as is
- 2) Thank you for your offer to do this – what's the best way to coordinate this? Should we flag it when we send in the three forms?
- 3) Yes, thank you, will distribute

Maura
250-213-6377

From: Roe, Sandra PSA:EX
Sent: Monday, August 21, 2017 5:28 PM
To: Parte, Maura PSA:EX
Cc: Halls, Lori D PSA:EX
Subject: Draft Letters for consideration

Hi Maura –

Further to our 10:30 a.m. call this morning, here are a few things for your review.

- 1) This is a suggested draft template for the MA / Sr. MA appointment letters. Areas where I have highlighted or left a blank indicate fields that will change for each letter. Please get back to me with approval of this draft or with suggested changes.

<< File: Relocation Costs Letter.doc >>

- 2) We would recommend that those MAs incurring relocation costs also receive this letter and attachment. You could provide me with those names and I'd ensure this letter and attachment was sent to them shortly after their appointment. Please confirm if this letter and this suggested approach are o.k. with you.

<< File: relocation_assistance_househunting_expense_report_assignment_of_wages_agreement.pdf >> << File: Travel Expenses - Group 3 Employees.docx >>

- 3) This attachment outlines the travel and other expenses for Group 3 Employees. It may be helpful to the MAs and Sr. MAs to receive this information if they haven't already.

<< File: MA Letter Template.docx >>

Thanks Maura – I'll look forward to your thoughts on these.

Sandra

Sandra Roe, A/Manager, Executive Operations
Office of the Deputy Minister | BC Public Service Agency
4th Floor, 810 Blanshard Street | Victoria, BC | V8W 2H2
Ph: (250) 356-5415 | Fax: (250) 356-7074

www.gov.bc.ca/myhr/contact | 250.952.6000 | Toll Free 1.877.277.0772

<< OLE Object: Picture (Device Independent Bitmap) >>

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: Friday, August 25, 2017 2:17 PM
To: Roe, Sandra PSA:EX
Cc: Phillips, Dawn-Lynn PSA:EX
Subject: RE: Onboarding - Political Appointments

Perfect. Thank you..

Maura

From: Roe, Sandra PSA:EX
Sent: Friday, August 25, 2017 2:15 PM
To: Parte, Maura PSA:EX
Cc: Phillips, Dawn-Lynn PSA:EX
Subject: RE: Onboarding - Political Appointments

Maura – this is a document that was part of the transition material for the new gov’t and may help with the questions. This information is wrt political staff.

Dawn-Lynn – if you have anything that may help Maura, could you pass it along as well.

Thanks,
S

From: Parte, Maura PSA:EX
Sent: Friday, August 25, 2017 2:07 PM
To: Roe, Sandra PSA:EX
Cc: Phillips, Dawn-Lynn PSA:EX
Subject: RE: Onboarding - Political Appointments

Hello Sandra,

I’m seeking this information in the context of hiring and people having questions about vacation entitlement, extended health and dental plans, and pension.

Is there a cheat sheet you may have handy on this? Or a web link?

Thank you,
Maura
250-213-6377

From: Roe, Sandra PSA:EX
Sent: Friday, August 25, 2017 12:56 PM
To: Parte, Maura PSA:EX
Cc: Phillips, Dawn-Lynn PSA:EX
Subject: Onboarding - Political Appointments

Maura – the note below and attachments are the onboarding package that would be provided to each new appointee. Barb mentioned you were looking for some information on benefits, etc. Does this help?

Please note - the original Group Life Beneficiary Designation form must be mailed to –

Benefits Service Centre
Block E – 2261 Keating Cross Road
Saanichton BC V8M 2A5

All other forms can be scanned and returned to Dawn-Lynn Phillips, HR Executive Support Services Advisor, BCPSA

Pension information –

http://www.pensionsbc.ca/portal/page/portal/pen_corp_home/pspp_home_page/?pcShortUrl=pspp.pensionsbc.ca

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: Friday, August 25, 2017 2:29 PM
To: Meggs, Geoff PREM:EX
Cc: Cavanagh, Judy PREM:EX; Oreck, Mira PREM:EX; 'Una Walsh'; Clark, Layne PREM:EX
Subject: Guide to Political Staff Benefits
Attachments: POLITICAL STAFF BENEFITS.docx

Hello,

Attached is a reference guide for political staff benefits.

Here is the link to information on relocation expenses:

This is the link to the Terms & Conditions for Excluded Employees & Appointees: <http://www2.gov.bc.ca/gov/content/careers-myhr/managers-supervisors/employee-labour-relations/conditions-agreements/excluded-employees-appointees>

The policy information regarding relocation is in Part 06; Allowances and Reimbursable Expenses, section 38.3; Relocation Expenses: New Regular Management Employees, New Auxiliary Employees and New Appointees in OIC Categories A and C.

Geoff, if you get any questions you can just refer to us for follow-up and we can send.

For people we haven't contacted yet we will try to anticipate these types of questions in our advance calling.

Maura
250-213-6377

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: Monday, August 28, 2017 12:19 PM
To: Loubert, Danny MIT:EX
Subject: On Boarding Forms
Attachments: consent_for_disclosure_of_criminal_record_information.pdf; Copy of Offer Letter Checklist.xlsx; OIC Request template.docx

Hello Danny,

Thank you for helping us bring new staff on board.

I hope you have the master list handy so you can easily find emails and phone numbers.

Once we have hired a person the attached 3 forms need to be filled out immediately so we can get their Order in Council (OIC) appointment processed.

Here are the steps:

- 1) I will send an email informing you of the name, position, salary and starting date of the new employee.
- 2) You will send them an email asking them to immediately complete these forms so we can initiate their hiring.
- 3) The returned information is then sent to the Public Service Agency via Sandra Roe – sandra.roe@gov.bc.ca and copied to maura.parte@gov.bc.ca
- 4) Please initiate a tracking document to monitor all incoming and outgoing with the details of name, contact info, Ministry, position, salary and start date.

Here is a suggested email:

Dear xxx,

Congratulations on accepting your new position.

In order to process your appointment the attached forms have to be filled out and returned to me as soon as possible. We cannot begin on boarding you as staff until this step is complete.

Thank you in advance for your timely attention to this.

Xxxx

Thanks again Danny,
Maura
250-213-6377

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: Monday, August 28, 2017 1:17 PM
To: Meggs, Geoff PREM:EX; Oreck, Mira PREM:EX; unatwaish@gmail.com
Cc: Clark, Layne PREM:EX
Subject: New hires report as of mid-day

Hello,

I'm working my way through the next tier of MAs and it's going well, please see notes below.

I have a question/concern for new hires coming on board next week. The Minister and existing MA will be at the FNLC.

I see some value in them coming to Victoria next week prior to session starting but want to make sure they are supported.

Perhaps we can have existing MAs arrange Ministry briefings for them while they are here next week?

This will require some coordination so will need to move quickly if this is an option.

Those of us that are not at the FNLC next week, like myself and I'm not sure who else, could have some one on one time with them?

We also need to arrange a fuller orientation which I have some thoughts on.

Thank you,
Maura
250-213-6377

Page 53

Withheld pursuant to/removed as

s.22

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: Tuesday, August 29, 2017 9:36 AM
To: Clark, Layne PREM:EX
Subject: Fwd: Revised Salary Grid
Attachments: Ministers_Staff_MGMT_2017Jul18.xls; ATT00001.htm

Salary grid attached here.
M

Begin forwarded message:

From: "Roe, Sandra PSA:EX" <Sandra.Roe@gov.bc.ca>
To: "Parte, Maura PSA:EX" <Maura.Parte@gov.bc.ca>
Subject: FW: Revised Salary Grid

See attached and note below.

From: Blackstock, Alyson PSA:EX
Sent: Tuesday, August 29, 2017 9:18 AM
To: Roe, Sandra PSA:EX
Subject: RE: Revised Salary Grid

Hi Sandra,

Maura will always need to go back to the OIC that has the salaries listed. At this time, it is OIC 219. I've attached it here for you. What is going to be a bit frustrating is that whenever somebody wants to see the ranges, they have to go back to this original OIC and then all subsequent OICs that amend this one.

Alternatively, I have attached our salary schedule for this OIC which nicely lays out all the salary ranges. Please use whichever document is easiest.

Alyson Blackstock, Executive Director, Labour Relations & Total Compensation
Labour Relations Branch | Employee Relations & Workplace Health Division | BC Public Service Agency
First Floor, 810 Blanshard Street | Victoria, BC | V8W 2H3 | 250-387-0482 |
AskMyHR: www.gov.bc.ca/myhr/contact
Phone: 250.952.6000 | Toll Free 1.877.277.0772

From: Roe, Sandra PSA:EX
Sent: Tuesday, August 29, 2017 9:11 AM
To: Blackstock, Alyson PSA:EX
Subject: FW: Revised Salary Grid

Alyson - Can you help me with this? Are the bands the same range as ours?

From: Parte, Maura PSA:EX
Sent: Monday, August 28, 2017 5:51 PM
To: Roe, Sandra PSA:EX
Subject: Fwd: Revised Salary Grid

Hi Sandra,

I'm looking for the revised salary grid for Minister's offices.

I asked Lori and she sent me the OIC with the regulation change but it doesn't contain the actual grid with bands and amounts which is what I am looking for.

s.22

I'm wondering if you or anyone else can help.

Thank you,
Maura

Begin forwarded message:

From: "Halls, Lori D PSA:EX" <Lori.D.Halls@gov.bc.ca>
To: "Parte, Maura PSA:EX" <Maura.Parte@gov.bc.ca>
Subject: RE: Revised Salary Grid

Here it is.

From: Parte, Maura PSA:EX
Sent: Friday, August 25, 2017 4:57 PM
To: Halls, Lori D PSA:EX
Subject: Revised Salary Grid

Hi Lori,

Can I get a copy of the revised salary grid with the Senior MA designation.
I only have the transition version with the MA in Band 2 and 3.

Thank you,
Maura
250-213-6377