

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: December 1, 2017 10:00 AM
To: LP Senior Ministerial Assistants; LP Ministerial Assistants; LP Executive Assistants; LP Support Staff
Cc: Clark, Layne PREM:EX
Subject: RE: Vacation Rules

Some of you are asking for the full terms and conditions of employment.

You can find them here: <https://www2.gov.bc.ca/gov/content/careers-myhr/managers-supervisors/employee-labour-relations/conditions-agreements/excluded-employees-appointees>

From: Parte, Maura PSA:EX
Sent: Friday, December 1, 2017 9:04 AM
To: LP Senior Ministerial Assistants; LP Ministerial Assistants; LP Executive Assistants; LP Support Staff
Cc: Clark, Layne PREM:EX
Subject: Vacation Rules

Hello All,

Clipped below are the vacation rules with some summary points.

If you are having difficulty accessing the MyHR Time and Leave system please check with someone in your office who is familiar with it. If that doesn't work please inquire with Ministers' Offices Support Services (MOSS) in the Ministry of Finance.

Any questions or disputes about time need to be directed to me.

If anything is unclear please give me a call.

Thank you,
Maura

This is a summary of the rules for annual vacation entitlement and carry-over:

- All staff are entitled to 4 weeks of vacation each calendar year, January 1 to December 31 (for employees with 1-7 years of government service, this does not include time spent in the Legislative Assembly).
- Your exact vacation benefit is in the Time and Leave System. The category titled Bill 66 refers to the amount you have carried over.
- Vacation time is pro-rated. For example, employees who started in July and worked at least 10 days that month would get 2 weeks (70 hours) of vacation in this calendar year.
- Employees are required to take a minimum of 105 hours of vacation each year, which is 3 weeks. For staff with a 4 week entitlement this means they can carry-over 1 week or 35 hours to the next calendar year.

- The requirement to take 105 hours or 3 weeks of vacation a year is pro-rated for this calendar year. If an employee started in July and has 70 hours of vacation, they would be required to take three-quarters of that which is 52.5 hours, the rest can be carried over to the next calendar year.
- Any vacation time that is carried forward to the next year must be used by the end of that year, you cannot carry a balance forward, either in time or in pay-out for more than one year.
- Employees can be paid out for unused vacation balances if approved by Employer for operational reasons, i.e. employee's vacation time cannot be scheduled due to extreme workload requirements. This would require prior approval from the Chief of Staff.
- Employees are entitled to take at least 15 days of uninterrupted vacation time.
- Vacation time cannot be borrowed from future years.

From the Terms and Conditions of Employment for Order in Council Employees:

43. Annual Vacation Entitlement

43.1 Auxiliary Employees Under 1,827 Hours

1. An auxiliary employee will be entitled to receive vacation pay at six percent of their regular earnings.
2. An auxiliary employee shall receive their earned vacation pay biweekly.
3. After six months from date of hire, an auxiliary employee may elect to take a leave of absence without pay for up to 15 workdays (maximum of 105 hours) in any calendar year. The granting and scheduling of this leave of absence without pay is subject to operational requirements and the vacation schedules of other employees and must not result in any increased costs to the employer.

43.2 Statutory Term

At the termination of his or her appointment, a statutory term individual shall receive vacation pay equal to four percent of total salary earned during the period worked.

43.3 All employees / Appointees Except Auxiliary Under 1,827 Hours, Statutory Term and OIC Category D

1. A regular full-time employee/appointee who has received at least 10 days' pay for each calendar month shall have an annual vacation entitlement as follows:

Vacation Year	Working Days
1st to 7th vacation year	20 working days
8th vacation year	22 working days
9th vacation year	23 working days
10th to 11th vacation year	25 working days
12th vacation year	26 working days
13th to 15th vacation year	27 working days

16th to 18th vacation year	28 working days
19th vacation year	29 working days
20th vacation year	31 working days
21st vacation year	32 working days
22nd vacation year	33 working days
23rd to 24th vacation year	34 working days
25th vacation year and thereafter	35 working days

2. During the first six months of employment, a regular employee/appointee may be granted annual vacation to the extent of earned vacation credits.
3. Upon qualifying for vacation leave, an auxiliary employee will earn vacation in accordance with subsection (1).
4. Payment for vacation is at an employee/appointee's basic rate of pay. However, if an employee/appointee has been working in a higher paid position other than their regular position for a majority of their regularly scheduled hours during the 60 work days immediately preceding the vacation, they will receive the higher rate of pay for that vacation period.
5. An employee engaged on a part-time basis shall be entitled to annual vacation on a pro rata basis as above.

43.4 Added Vacation for Deputy Ministers and Associate Deputy Ministers

Persons appointed or designated as deputy ministers or associate deputy ministers shall also be entitled to an additional special vacation leave of five days per calendar year, pro-rated for a partial year of service.

44. Vacation Year: Credits for All Re-Employed Employees / Appointees Except Auxiliary Under 1,827 Hours, Statutory Term and OIC Category D

1. The vacation year is the calendar year commencing January 1 and ending December 31. An employee/appointee's first vacation year is the calendar year in which their first anniversary falls.
2. Commencing January 1, 2009, regular employees who have been or are subsequently re-employed after breaks in service from their employment/appointment due to resignation, retirement, or layoff after one year, shall have vacation years accumulated during their previous employment/appointments (including time accumulated as an auxiliary with 1,827 hours) included in the determination of their current vacation year.

45. Earning Vacation Entitlement: All Employees / Appointees Except Auxiliary Under 1,827 Hours, Statutory Term and OIC Category D

1. An employee/appointee earns 1/12 of the annual vacation entitlement for each month in which they receive 10 days' basic pay.
2. In addition to regular working days, any paid leave of absence excluding periods during which the employee/appointee is in receipt of Short Term Injury or Illness Plan benefits is included when computing paid days for the purpose of calculating the vacation leave entitlement under subsection (1).

3. Service with an agency listed in Schedule 9 may be included in the calculation of vacation leave entitlement provided no break in service occurred between employment with that agency and the employee's appointment to the public service.

46. Vacation Scheduling: All Employees / Appointees Except Auxiliary Under 1,827 Hours, Statutory Term and OIC Category D

1. Vacation leave shall be scheduled and taken on a calendar year basis and may not be borrowed from future years.
2. Each employee/appointee's wishes, in concert with operational requirements, will be considered when scheduling vacation.
3. Each employee/appointee should have the opportunity to schedule at least 15 days of vacation leave in one uninterrupted period within each calendar year.
4. A minimum of 105 hours of current vacation entitlement, pro-rated for part-time employees and employees who have not earned a full year's leave entitlement, shall be scheduled and taken each vacation year unless:
 1. the deputy minister has directed the employee/appointee, in writing, to cancel scheduled vacation leave due to extreme pressures of work or other extenuating circumstances; or
 2. the employee/appointee was on extended paid sick or other paid leave during the time the vacation was scheduled and was therefore unable to use this minimum vacation entitlement; or
 3. the employee/appointee is in the first partial vacation year.
5. Any balance of unused vacation leave earned in a year will be paid out or carried over in accordance with the applicable provisions of sections 47 and 52.
6. An unbroken vacation period commencing in December of one year and carrying over to January of the next shall be considered vacation time for the year in which it commenced. The portion of vacation taken in January shall not be considered as vacation carry-over or as a choice for the new vacation year.
7. If an employee/appointee has taken more vacation time than he or she is entitled to, the unearned portion shall be charged against future earned credits or recovered upon termination, whichever occurs first.
8. Any displaced vacation shall be taken at a mutually agreeable time.

47. Vacation Carryover: All Employees / Appointees Except Auxiliary Under 1,827 Hours, Statutory Term and OIC Category D

1. At the completion of a vacation year, employees/appointees can opt to have:
 1. Any remaining balance of vacation leave earned in that year paid out, or
 2. Any remaining balance of vacation leave earned in that year carried over (subject to the time bank limitations described below) and used as vacation leave in the vacation year immediately following, or
 3. A combination of (1) and (2).
2. Time bank limitations:
 1. If an employee has time banks (accrued prior to January 1, 2003), the total of this banked time and any carryover of current year vacation cannot exceed 1,750 hours (250 days) at any time.
 2. Any amount in excess of the 1,750 hours will be paid out at the completion of the current vacation year.
3. All carryover must be fully exhausted by the end of the year immediately following the year it was earned, either as leave, payout, or a combination of the two.

48. Callback from Vacation: All Employees/Appointees Except Auxiliary Under 1,827 Hours, Statutory Term and OIC Category D

1. If a ministry calls an employee/appointee back from vacation, the ministry will:
 1. Pay all expenses incurred by the employee/appointee and their family in returning to their place of duty, and the time spent in returning will not be considered part of the vacation; or
 2. Pay all expenses incurred by the employee/appointee in proceeding to their place of duty and in returning to the place from which they were recalled upon resumption of vacation (except for meals), and the time necessary for travel in proceeding to the place of duty and returning to the place from which they were recalled shall not be counted against their vacation entitlement, or

3. Where the employee so elects, grant an additional five days of vacation in lieu of reimbursement.

49. Vacation Displaced by Leave with Pay: Regular Management, Regular Schedule A, OIC Categories A, B and C

There shall be no deduction from the vacation credits when an employee/appointee is in receipt of the Short Term Illness and Injury Plan benefits or on any other approved leave of absence with pay during the vacation period.

50. Special Vacation Subsidy and Adjustments

50.1 Subsidy for Severely Isolated Locations: Regular Employees, OIC Categories A, B and C

Employees/appointees at a severely isolated location, as determined by the Public Service Agency, shall receive a special subsidy to assist with transportation expenses for themselves and dependent(s) in accordance with Schedule 4. The subsidy is only payable when an employee/appointee takes vacation and travels to a location that removes him/her from the severely isolated conditions that qualified him/her for the subsidy. This requires that the employee/appointee travel to a location that provides more accessible travel methods other than by water or extended travel over unpaved roads.

50.2 Adjustment for Remote Locations: Regular Employees, OIC Categories A, B and C

Employees who work in remote locations specified in Schedule 4 will be provided an extra vacation day (7 hours) beginning with the 2010 vacation year. The extra vacation day will be pro-rated for part-time employees.

51. Vacation at Time of Retirement: All Employees / Appointees Except Auxiliary Under 1,827 Hours, Statutory Term and OIC Category D

An employee/appointee scheduled to retire and to receive an immediate monthly pension benefit under the Public Service Pension Plan shall be granted full vacation entitlement for the final calendar year of service.

52. Vacation / Banked Leave Payout: All Employees / Appointees Except OIC Category D

1. Annual vacation will be paid out in cash where an employee/appointee resigns, retires, has their employment terminated or dies while in service. In the event of death in service, payment will be made to the employee/appointee's dependent(s) or where there is no dependent, to the employee/appointee's estate.
2. Upon request by an employee/appointee, any of the employee/appointee's carryover or time bank credits will be paid out according to the policy governing the rates of payout.

Maura Parte, Manager, Human Resources

Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1 | 250.213.6377
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: December 1, 2017 2:25 PM
To: Phillips, Dawn-Lynn PSA:EX
Subject: Iliffe OIC extension
Attachments: Iliffe OIC extension.pdf

Hi Dawn-Lynn,

An OIC extending the appointment of Liam Iliffe was approved this week.

Liam is the Senior MA in EDUC. His OIC expired on November 30 so a new OIC for the period of November 30 to December 31, 2017 was approved.

I have attached it here.

Thank you,
Maura

Maura Parte, Manager, Human Resources
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1 | 250.213.6377
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: December 1, 2017 2:51 PM
To: Crowe, Kathy PSA:EX
Subject: IRR MO Job Profile
Attachments: Clerk 9 IRR MO Profile Dec 2017.docx

Hi Kathy,

Nice to talk to you this morning.

Please find attached the job profile for the Clerk 9 position in the IRR Minister's Office.

Your feedback would be much appreciated.

Thank you,
Maura

Maura Parte, Manager, Human Resources
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1 | 250.213.6377
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Where ideas work

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: December 1, 2017 3:48 PM
To: Oreck, Mira PREM:EX
Subject: s.22 confirmation letter
Attachments: Confirmation of Employmen^{s.22} Dec 2017.docx

Hi Mira,

When you get a chance can you please sign the attached letter and then have^{s.22} sign?

Thanks and have a good weekend,
Maura

Maura Parte, Manager, Human Resources
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1 | 250.213.6377
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: December 4, 2017 3:03 PM
To: Sas, Jonathan IRR:EX
Subject: RE: Vacation in MSF office

Hi Jonathan,

Thank you for sending this.
s.22

I'd be happy to talk to you about this anytime.

Thank you,
Maura

This is a summary of the rules for annual vacation entitlement and carry-over:

- All staff are entitled to 4 weeks of vacation each calendar year, January 1 to December 31 (for employees with 1-7 years of government service, this does not include time spent in the Legislative Assembly).
- Your exact vacation benefit is in the Time and Leave System. The category titled Bill 66 refers to the amount you have carried over.
- Vacation time is pro-rated. For example, employees who started in July and worked at least 10 days that month would get 2 weeks (70 hours) of vacation in this calendar year.
- Employees are required to take a minimum of 105 hours of vacation each year, which is 3 weeks. For staff with a 4 week entitlement this means they can carry-over 1 week or 35 hours to the next calendar year.
- The requirement to take 105 hours or 3 weeks of vacation a year is pro-rated for this calendar year. If an employee started in July and has 70 hours of vacation, they would be required to take three-quarters of that which is 52.5 hours, the rest can be carried over to the next calendar year.
- Any vacation time that is carried forward to the next year must be used by the end of that year, you cannot carry a balance forward, either in time or in pay-out for more than one year.
- Employees can be paid out for unused vacation balances if approved by Employer for operational reasons, i.e. employee's vacation time cannot be scheduled due to extreme workload requirements. This would require prior approval from the Chief of Staff.
- Employees are entitled to take at least 15 days of uninterrupted vacation time.
- Vacation time cannot be borrowed from future years.

From the Terms and Conditions of Employment for Order in Council Employees:

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43.1 Auxiliary Employees Under 1,827 Hours

1. An auxiliary employee will be entitled to receive vacation pay at six percent of their regular earnings.
2. An auxiliary employee shall receive their earned vacation pay biweekly.
3. After six months from date of hire, an auxiliary employee may elect to take a leave of absence without pay for up to 15 workdays (maximum of 105 hours) in any calendar year. The granting and scheduling of this leave of absence without pay is subject to operational requirements and the vacation schedules of other employees and must not result in any increased costs to the employer.

43.2 Statutory Term

At the termination of his or her appointment, a statutory term individual shall receive vacation pay equal to four percent of total salary earned during the period worked.

43.3 All employees / Appointees Except Auxiliary Under 1,827 Hours, Statutory Term and OIC Category D

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Vacation Year	Working Days
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2. During the first six months of employment, a regular employee/appointee may be granted annual vacation to the extent of earned vacation credits.
3. Upon qualifying for vacation leave, an auxiliary employee will earn vacation in accordance with subsection (1).
4. Payment for vacation is at an employee/appointee's basic rate of pay. However, if an employee/appointee has been working in a higher paid position other than their regular position for a majority of their regularly scheduled hours during the 60 work days immediately preceding the vacation, they will receive the higher rate of pay for that vacation period.
5. An employee engaged on a part-time basis shall be entitled to annual vacation on a pro rata basis as above.

43.4 Added Vacation for Deputy Ministers and Associate Deputy Ministers

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45. Earning Vacation Entitlement: All Employees / Appointees Except Auxiliary Under 1,827 Hours, Statutory Term and OIC Category D

1. An employee/appointee earns 1/12 of the annual vacation entitlement for each month in which they receive 10 days' basic pay.
2. In addition to regular working days, any paid leave of absence excluding periods during which the employee/appointee is in receipt of Short Term Injury or Illness Plan benefits is included when computing paid days for the purpose of calculating the vacation leave entitlement under subsection (1).
3. Service with an agency listed in Schedule 9 may be included in the calculation of vacation leave entitlement provided no break in service occurred between employment with that agency and the employee's appointment to the public service.

46. Vacation Scheduling: All Employees / Appointees Except Auxiliary Under 1,827 Hours, Statutory Term and OIC Category D

1. Vacation leave shall be scheduled and taken on a calendar year basis and may not be borrowed from future years.
2. Each employee/appointee's wishes, in concert with operational requirements, will be considered when scheduling vacation.
3. Each employee/appointee should have the opportunity to schedule at least 15 days of vacation leave in one uninterrupted period within each calendar year.
4. A minimum of 105 hours of current vacation entitlement, pro-rated for part-time employees and employees who have not earned a full year's leave entitlement, shall be scheduled and taken each vacation year unless:
 1. the deputy minister has directed the employee/appointee, in writing, to cancel scheduled vacation leave due to extreme pressures of work or other extenuating circumstances; or

2. the employee/appointee was on extended paid sick or other paid leave during the time the vacation was scheduled and was therefore unable to use this minimum vacation entitlement; or
3. the employee/appointee is in the first partial vacation year.
5. Any balance of unused vacation leave earned in a year will be paid out or carried over in accordance with the applicable provisions of sections 47 and 52.
6. An unbroken vacation period commencing in December of one year and carrying over to January of the next shall be considered vacation time for the year in which it commenced. The portion of vacation taken in January shall not be considered as vacation carry-over or as a choice for the new vacation year.
7. If an employee/appointee has taken more vacation time than he or she is entitled to, the unearned portion shall be charged against future earned credits or recovered upon termination, whichever occurs first.
8. Any displaced vacation shall be taken at a mutually agreeable time.

47. Vacation Carryover: All Employees / Appointees Except Auxiliary Under 1,827 Hours, Statutory Term and OIC Category D

1. At the completion of a vacation year, employees/appointees can opt to have:
 1. Any remaining balance of vacation leave earned in that year paid out, or
 2. Any remaining balance of vacation leave earned in that year carried over (subject to the time bank limitations described below) and used as vacation leave in the vacation year immediately following, or
 3. A combination of (1) and (2).
2. Time bank limitations:
 1. If an employee has time banks (accrued prior to January 1, 2003), the total of this banked time and any carryover of current year vacation cannot exceed 1,750 hours (250 days) at any time.
 2. Any amount in excess of the 1,750 hours will be paid out at the completion of the current vacation year.
3. All carryover must be fully exhausted by the end of the year immediately following the year it was earned, either as leave, payout, or a combination of the two.

48. Callback from Vacation: All Employees/Appointees Except Auxiliary Under 1,827 Hours, Statutory Term and OIC Category D

1. If a ministry calls an employee/appointee back from vacation, the ministry will:
 1. Pay all expenses incurred by the employee/appointee and their family in returning to their place of duty, and the time spent in returning will not be considered part of the vacation; or
 2. Pay all expenses incurred by the employee/appointee in proceeding to their place of duty and in returning to the place from which they were recalled upon resumption of vacation (except for meals), and the time necessary for travel in proceeding to the place of duty and returning to the place from which they were recalled shall not be counted against their vacation entitlement, or
 3. Where the employee so elects, grant an additional five days of vacation in lieu of reimbursement.

49. Vacation Displaced by Leave with Pay: Regular Management, Regular Schedule A, OIC Categories A, B and C

There shall be no deduction from the vacation credits when an employee/appointee is in receipt of the Short Term Illness and Injury Plan benefits or on any other approved leave of absence with pay during the vacation period.

50. Special Vacation Subsidy and Adjustments

50.1 Subsidy for Severely Isolated Locations: Regular Employees, OIC Categories A, B and C

Employees/appointees at a severely isolated location, as determined by the Public Service Agency, shall receive a special subsidy to assist with transportation expenses for themselves and dependent(s) in accordance with Schedule 4. The subsidy is only payable when an employee/appointee takes vacation and travels to a location that removes him/her from the severely isolated conditions that qualified him/her for the subsidy. This requires that the employee/appointee travel to a location that provides more accessible travel methods other than by water or extended travel over unpaved roads.

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52. Vacation / Banked Leave Payout: All Employees / Appointees Except OIC Category D

1. Annual vacation will be paid out in cash where an employee/appointee resigns, retires, has their employment terminated or dies while in service. In the event of death in service, payment will be made to the employee/appointee's dependent(s) or where there is no dependent, to the employee/appointee's estate.
2. Upon request by an employee/appointee, any of the employee/appointee's carryover or time bank credits will be paid out according to the policy governing the rates of payout.

From: Sas, Jonathan IRR:EX
Sent: Monday, December 4, 2017 1:33 PM
To: Parte, Maura PSA:EX
Subject: Vacation in MSF office

Hello Maura,

s.22

Jonathan Sas | Senior Ministerial Assistant | Ministry of Indigenous Relations and Reconciliation | 778 587 4376

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: December 21, 2017 4:56 PM
To: Meggs, Geoff PREM:EX
Subject: Relocation Authorization

Hi Geoff,

With the holidays upon us people are taking time to finalize expense claims from the last few months.

I am seeking your authorization for amendments to relocation assistance for three employees:

s.22

They were initially approved for up to \$3,000 in October but their expenses came in higher than expected.

All claims are in accordance with government policy.

Please call if you have any questions.

Thank you,
Maura
250-213-6377

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Withheld pursuant to/removed as

s.22

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: December 28, 2017 3:41 PM
To: Holland, Laurie PSA:EX
Subject: Amendmend Relocation Assistance Authorization
Attachments: MO Relocation Assistance Amended List Dec 21 2017.pdf

Hi Laurie,

Please find attached the amended list of Ministerial staff who have been authorized for relocation assistance.

Please note that this list does not include new employees starting January 2018. Authorization letters will follow for those staff.

Thank you,
Maura

Maura Parte, Manager, Human Resources
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1 | 250.213.6377
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: December 29, 2017 1:35 PM
To: Wong, Tamarra PREM:EX
Cc: Clark, Layne PREM:EX; Van Meer-Mass, Kate PREM:EX
Subject: Letters for Geoff to sign
Attachments: Confirmation of Employment^{s.22} an 2018.docx; Confirmation of Employment^{s.22} Jan 2018.docx; Confirmation of Employment^{s.22} Jan 2018.docx; Confirmation of Employment^{s.22} Jan 2018.docx; Confirmation of Employment^{s.22} Jan 2018.docx

Hi Tamarra,

I am sending these letters for Geoff to sign^{s.22}

There are letters attached for the following staff:

s.22

Please note that the OIC numbers will have to be added once the orders are approved. The orders are scheduled for approval on January 2, 2018 and should be available on the BC Laws site by January 3, 2018. All are January 2 expect for s.22 who starts on January 4.

Once Geoff has signed can your office please coordinate having the new employees sign?

I think it would be better for them to come to your office to sign in person as many letters have been misplaced when we send them on through the mail for them to sign and it has been time consuming for us to generate new letters and then coordinating Geoff's sign off again.

There are separate letters authorizing moving expenses that I will deal with when I return, in case anyone asks.

I am back Wednesday, January 10.

Thank you and happy new year,

Maura

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: December 29, 2017 1:47 PM
To: Van Meer-Mass, Kate PREM:EX
Subject: Scheduling Officer

Hi Kate,

To close the loop on this hiring, the 100 applicants who did not proceed to interview are receiving an email informing them that we have appointed a successful candidate and thanking them for applying.
I am the contact for any follow up.

Maura

Parte, Maura PSA:EX

From: Crowe, Kathy PSA:EX
Sent: December 5, 2017 2:37 PM
To: Parte, Maura PSA:EX
Subject: Competency Interview Questions
Attachments: Competency Interview Questions.docx

Hello Maura.

Here's some sample questions for the AO 18, these questions can be used for any job, the recruitment level changes based on the position you are recruiting, if that makes sense.

Kathy

Kathy Crowe, Hiring Advisor
Hiring & Service Operations | BC Public Service Agency
167 Lorne Street | Kamloops BC | V2C 1V9 | Office 250.371.4347
Website: www.gov.bc.ca/myhr/contact
Phone: 250.952.6000 Toll free: 1-877-277-0772



Where ideas work

Parte, Maura PSA:EX

From: Crowe, Kathy PSA:EX
Sent: December 5, 2017 5:12 PM
To: Parte, Maura PSA:EX
Subject: RE: Following up from last week
Attachments: Office of the Minister of Indigenous Relations and Reconciliation- Clerk 9 Competencies Indigenous.docx; Clerk 9 IRR MO Profile Dec 2017.docx

Hello Maura,

Please find attached an updated job profile and the sample competency questions. I added some preferences that you may want to use if the applicant pool is large.

In relation to related experience which indicated 1 -3 years related experience or equivalent combination of experience and education; I recommend asking for 1 year experience and a preference given to those with 3 years. Before screening starts it's best to figure out what the equivalent combination and education looks like. Maybe we can expand on the type of experience we are looking for. An example would be 1 year administrative experience with a preference for 3 years' administrative experience? The equivalent could be an administrative certificate and 6 months experience?

Kathy

From: Parte, Maura PSA:EX
Sent: Tuesday, December 5, 2017 11:18 AM
To: Crowe, Kathy PSA:EX
Subject: Following up from last week

Hi Kathy,

I'm writing following our conversation last week to see if you've had a chance to consider any template interview questions for the AO18 position in the OOP and the Indigenous Relations competencies for the Clerk 9 position in the IRR office.

In particular, the interviews are moving forward earlier than anticipated for the AO18 position and an interview has been scheduled for end of day Wednesday.

If you have a template guide I could work from that would be helpful. They have decided not to proceed with the Outlook testing.

Thanks – and please call anytime today.

Maura

Maura Parte, Manager, Human Resources
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1 | 250.213.6377
MyHR@gov.bc.ca | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

Parte, Maura PSA:EX

From: Lisun, Luba <Luba.Lisun@leg.bc.ca>
Sent: December 11, 2017 2:02 PM
To: Parte, Maura PSA:EX
Subject: RE: Parliamentary Procedure Workshop Tuesday, December 12, 2017
Attachments: Agenda - December 12, 2017.pdf

Hi Maura,

I have asked for 35 folders to be printed with the materials from the presentations. Do you think this will be enough?

Usually we send an email to each participant explaining how the day will go and about reserving the Dining room, no parking etc. Looking at it below is all that seems to be relevant.

When people come to the Chamber they should sit where there is a folder. Chamber staff should be available to assist.

The majority of the day is spent in the Legislative Chamber. Accompanying notes are provided for each presentation.

Food and drink are not permitted in the Legislative Chamber. Tea and coffee will be served during the morning and afternoon breaks.

A draft Agenda is attached for their reference.

Thank you

Luba

Luba Lisun

Parliamentary Education Office

Legislative Assembly of British Columbia

Tel: 250-356-1170

Cell: 250-213-3350

Web: www.leg.bc.ca

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From: Parte, Maura PSA:EX [mailto:Maura.Parte@gov.bc.ca]
Sent: Monday, December 11, 2017 12:50 PM
To: Lisun, Luba <Luba.Lisun@leg.bc.ca>
Subject: RE: Parliamentary Procedure workshop Tuesday, December 12, 2017

Hi Luba,

Somehow I missed this on Friday, sorry.

It looks good to go from my end.

Thank you,

Maura

From: Lisun, Luba [mailto:Luba.Lisun@leg.bc.ca]
Sent: Friday, December 8, 2017 3:12 PM
To: Parte, Maura PSA:EX
Subject: Parliamentary Procedure workshop Tuesday, December 12, 2017

Hi Maura,

Please find attached the proposed Agenda for Tuesday. Will this work?

Thank you
Luba

Luba Lisun

Parliamentary Education Office

Legislative Assembly of British Columbia

Tel: 250-356-1170

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Parte, Maura PSA:EX

From: Clark, Layne PREM:EX
Sent: December 14, 2017 3:35 PM
To: Parte, Maura PSA:EX; Meggs, Geoff PREM:EX
Subject: Gifts
Attachments: Gifts.docx

Hi All,

As mentioned earlier, political staff are not administered by the conflict of interest office, only elected officials. With that said, I received some information from the Office of the Integrity Commissioner of Ontario, as political staff there are governed by specific rules. I have incorporated some of that advice into the attached note. I think in the new year, it would be helpful to sign off on this and get it to all staff. I continuously receive questions on this file.

Thanks,

Layne

Layne Clark

Director of Liaison and Coordination

Premier's Office

P: 250-356-0273 | C: 250-818-5583 | E: layne.clark@gov.bc.ca

Parte, Maura PSA:EX

From: Clark, Layne PREM:EX
Sent: December 18, 2017 10:16 AM
To: LP Ministerial Assistants; LP Executive Assistants; LP Premiers Vancouver Office; LP PO Executive Office
Cc: Hannah, Matt GCPE:EX; Parte, Maura PSA:EX
Subject: FW: Appropriate Use Policy and Email

Hi Everyone,

As mentioned last week, please see below e-mail regarding appropriate use of e-mail accounts.

Thanks!

Layne

From: Curtis, David CITZ:EX
Sent: Monday, December 11, 2017 9:34 AM
To: Hannah, Matt GCPE:EX
Subject: Appropriate Use Policy and Email

Hi Matt,

As per our discussion, B.C. government employees, including Political Staff, are required to follow the Appropriate Use Policy. The Appropriate Use Policy sets out the policy requirements around accessing and storing government information, as well as using government information technology resources. The Appropriate Use Policy requires that employees must use their government email accounts when conducting government business.

Records created and stored in personal or other non-government email accounts

If you have used personal or other non-government email for government business, you must take appropriate steps to ensure these records are transferred from those accounts to a Protected Government System.

Step 1: Send a copy of the email to your government email account (GAL). This ensures that the information is stored in a Protected Government System.

Step 2: Once confirming the transfer to your government email account, immediately delete the email from your personal or other non-government email account, including from your deleted items folder.

As per the Appropriate Use Policy, only in extenuating circumstances are employees permitted to use their personal email or other non-government email. I encourage all staff to review and ensure that they understand this policy, if they have not already done so.

I appreciate your proactive interest in the policy and am available to discuss.

Regards,

David Curtis,

Parte, Maura PSA:EX

From: Provan, Amanda PSA:EX
Sent: December 20, 2017 3:42 PM
To: Parte, Maura PSA:EX
Subject: course manuals
Attachments: BRW_Participant_Manual_May 2016.pdf; SE_Participant_Manual_Sept24_2015.pdf

Hello Maura,

As we discussed today, attached please find the participant manuals for the "Supervisor Essentials" course and the "Building A Respectful Workplace" course.

I look forward to connecting again in January.

Amanda

Amanda Provan, Manager, Learning Delivery
The Learning Centre | BC Public Service Agency
4th Floor, 716 Courtney Street | Victoria, BC | V8W 1C2 | 250-588-9654
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Phone: 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

Parte, Maura PSA:EX

From: Clark, Layne PREM:EX
Sent: December 22, 2017 10:32 AM
To: Poldrugovac, Saija FIN:EX
Cc: McKinstry, Cindy D FIN:EX; Parte, Maura PSA:EX
Subject: RE: Expense Authority Approval in Offices

Hi Saija,

I think it makes sense to stick with the status quo below. Are we able to send the below breakdown to all staff?

Thanks for your help as we work out these kinks!

Layne

From: Poldrugovac, Saija FIN:EX
Sent: Thursday, December 21, 2017 7:28 AM
To: Clark, Layne PREM:EX
Cc: McKinstry, Cindy D FIN:EX
Subject: RE: Expense Authority Approval in Offices

Hi Layne,

Yes, all political staff can have signing authority. In the past each office has made the decision who should have signing authority and if they do have it, the conditions of when they can use it. I think a lot of the time staff had EA as backup in case the Minister or SR. MA was away. The EA amount is dependent on the position as outlined below. We were unaware that only the Senior MA's should have expense authority so if an office sent forms for other staff, we were processing them.^{s.22} but we can discuss this in the new year about how Geoff would like to go ahead with this.

Thanks!

~Saija

Political Staff:

Spending Authority Limits Subject to Additional Approval Requirements in Section 2			
Staffing Actions	Full	Travel Vouchers	\$5,000
Business Expenses	\$1,500	Journal Vouchers	Full
Queen's Printer Requisitions	\$5,000	All Other Expenditures, within budget limits	\$5,000

Administrative Coordinators:

Expense Authority Limits Subject to Additional Approval Requirements in Section 2			
Staffing Actions	Nil	Travel Vouchers	\$1,000
Business Expenses	\$1,000	Journal Vouchers	Full
Queen's Printer Requisitions	\$1,000	All Other Expenditures, within budget limits	\$1,000

Additional Approval Requirements:

Support Staff:

Expense Authority Limits Subject to Additional Approval Requirements in Section 2			
Staffing Actions	Nil	Travel Vouchers	Nil
Business Expenses	Nil	Journal Vouchers	Nil
Queen's Printer Requisitions	\$1,000	All Other Expenditures, within budget limits	Nil

From: Clark, Layne PREM:EX
Sent: Wednesday, December 20, 2017 5:14 PM
To: Poldrugovac, Saija FIN:EX
Subject: RE: Expense Authority Approval in Offices

Yes – currently only the Senior MA's have expense authority approval. Is it usually all political staff that have this?

Layne

From: Poldrugovac, Saija FIN:EX
Sent: Friday, December 15, 2017 7:50 AM
To: Clark, Layne PREM:EX
Subject: Expense Authority Approval in Offices

Hi Layne,

I was in one of the MOs yesterday and the Sr. MA advised that Geoff has directed only one expense authority in the MOs (in addition to the Minister). Is this correct? We haven't been advised of this and so have been processing all EA request as we had previously done before.

Please let me know,

Saija

Saija Poldrugovac
Executive Financial Clerk, Ministers' Office Support Services
Corporate Financial and Facilities Services Branch
Ministry of Finance
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Serving all Ministers' Offices and the Office of the Premier

Parte, Maura PSA:EX

From: Lancaster, Michael PSA:EX
Sent: December 28, 2017 1:57 PM
To: Parte, Maura PSA:EX
Subject: Performance Plan - template
Attachments: Performance Plan - template.docx

Here's the first template