

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: January 11, 2018 10:24 AM
To: Wendland, Justine AGRI:EX
Subject: William Beale

Hello Justine,

This email is to confirm that William Beale was residing in the ^{s.22} and working in Victoria during the week, starting ^{s.22}

During this time Mr. Beale is authorized to be in-travel status to cover his expenses.

Please call if you have any questions.

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

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Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: January 11, 2018 1:58 PM
To: Clark, Layne PREM:EX
Subject: Re: Education

Hi Layne,

I've been working on this since December and have a follow up meeting at 2pm tomorrow. It should be resolved soon.

s.22 In the meantime people can send their request directly to me and I can have them added. For example, I just spoke to
will send a request to me.

If anyone else needs approval right away please have them send me an email.

Thanks,
Maura

On Jan 11, 2018, at 1:46 PM, Clark, Layne PREM:EX <Layne.Clark@gov.bc.ca> wrote:

Hi Maura,

We need to change it in the system to ensure that Geoff does not sign off on all of the AC and AA educational requests. There were a few folks who missed out on opportunities over the holidays because of it. I would like Senior MAs to have access to approve. Do you know who we can talk to about this?

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: Parte, Maura PSA:EX
Sent: January 15, 2018 9:10 AM
To: s.22
Subject: Relocation Services

H s.22

Below are the instructions to initiate support for your move from Government's Relocation Services. Once your form is submitted they will contact you and have a moving company generate a quote for moving your household goods.

Since your move is very soon please submit the form immediately per the instructions below. I am your hiring manager and can sign off.

Please call if you have any further questions.

Maura

Hi Maura – here is a link to the information on MyHR regarding 'Relocation' -

<https://www2.gov.bc.ca/gov/content/careers-myhr/all-employees/pay-benefits/expenses-allowances/relocation>

Hiring managers dealing with relocation would complete the [Employee Move Authorization \(PDF, 311KB\)](#) Part 2 – Contracting Ministry – this form needs to be signed by the expense authority and the employee (Part 4 – Employee).

Here are the instructions on MyHR –

Managers Relocating an Employee

1. Complete the [Employee Move Authorization \(PDF, 311KB\)](#) form
2. Create a cover letter noting any special moving considerations
3. Send the form and cover letter to
Employee Relocation Services
PO BOX 9453 Stn. Prov. Govt.
Victoria, B.C. V8W 9V7
Fax: 250 952-5117

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: January 16, 2018 11:28 AM
To: Phillips, Dawn-Lynn PSA:EX
Subject: Fw:^{s.22}

Hi Dawn-Lynn,

^{s.22}

in the Office of the Premier. Please see her resignation details below.

Maura

From: Cavanagh, Judy PREM:EX
Sent: January-16-18 11:10 AM
To: Parte, Maura PSA:EX
Subject:^{s.22}

Hi Maura,

^{s.22}

Will you please process the request for final payout and record

of employment.

Thank you.

Judy

Judy Cavanagh | Executive Director, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | **E:** judy.cavanagh@gov.bc.ca

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Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: January 24, 2018 3:38 PM
To: Clark, Layne PREM:EX; 'lsouthern@southernlaw.ca'
Subject: Documents for tomorrow's meeting
Attachments: A.1.B_Standards_of_Conduct_Political_Staff.pdf; 2. Standards of Conduct - Political Ack..pdf; HR Policy 11.docx

Hello,

So we are all working from the same documents, I've attached policies on workplace behaviour and conduct that for political staff for tomorrow's meeting.

Maura

- **Oath of Employment** – As a condition of employment, all political staff are required to take an Oath of Employment and are asked to officially commit to upholding the Standards of Conduct:
http://www.bclaws.ca/civix/document/id/complete/statreg/66_2014
- **Standards of Conduct for Political Staff (Attached)**
 - **Bullying and Harassment** - Employees are to treat each other with respect and dignity and must not engage in discriminatory conduct prohibited by the Human Rights Code. All employees are expected to contribute to a positive work environment and maintain acceptable social standards. Bullying or any other inappropriate conduct compromising the integrity of the BC Public Service will not be tolerated.
 - **Health and Safety** - All employees may expect and have the responsibility to contribute to a safe workplace. Violence in the workplace is unacceptable. Violence is any use of physical force on an individual that causes or could cause injury and includes an attempt or threatened use of force. Employees must report any incident of violence. Any employee who becomes aware of a threat must report that threat if there is reasonable cause to believe that the threat poses a risk of injury. Any incident or threat of violence in the workplace must be addressed immediately. Employees must report a safety hazard or unsafe condition or act in accordance with the provisions of the WorkSafeBC Occupational Health and Safety Regulations.
- **Standards of Conduct Acknowledgement for Political Staff (Attached)** – All staff must sign this undertaking within 10 days of commencing employment.
- **Discrimination and Harassment in the Workplace (Attached)** – This is part 11 of the Terms and Conditions for Excluded Employees which includes all OIC appointed political staff. The policy covers incidents of sexual harassment between co-workers, as well as between supervisors and employees. ***Note that this lays out a process for staff complaints. For the Ministers' offices, the process that has been communicated to staff is to approach the Chief of Staff to the Premier Geoff Meggs or HR Manager Maura Parte. In the event that a staff member wants another option, they are directed to Lisa Southern.***

Maura Parte, Manager, Human Resources
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Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: January 30, 2018 9:25 AM
To: 'lsouthern@southernlaw.ca'
Cc: 'mcallaghan@southernlaw.ca'
Subject: Training

Hello Lisa,

I am following up from our call last week about upcoming training for Ministerial staff.

We discussed the possibility of having you conduct a second workshop for administrative staff in Ministers' offices.

I am confirming that we would like to proceed with a second two hour session for this staff group.

I understand there is a staff session scheduled for 1-3pm on February 6.

Would you be available to do a second staff session that same day or the next morning?

You can reach me at 778-698-9278 if you wish to discuss.

Thank you,
Maura

Maura Parte, Manager, Human Resources
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1 | 778.698.9278
MyHR@gov.bc.ca | C: 250.213.6377



Where ideas work

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: January 30, 2018 12:25 PM
To: Fischer, Lori PSA:EX
Subject: Question for you please

Hi Lori,

My name is Maura Parte and I am providing HR support to the Minister's Offices and the Premier's Office.

s.13,s.22

Given that she started last week I am hoping I can speak with someone today, if possible.

Thank you very much,
Maura

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Where ideas work

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: January 30, 2018 2:50 PM
To: Munro, Charmaine JAG:EX
Subject: Draft letter

s.13,s.22

Maura Parte, Manager, Human Resources
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Where ideas work

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: January 30, 2018 2:20 PM
To: Wetz, Angela D PSA:EX
Subject: RE: Check in with Maura

Hi Angela,

One last thing, I did provide her with HR Policy 11 (as appended in the BN you prepared for LH on Nov 9 2017).

Is the policy attached any different?

Thank you,
Maura

From: Wetz, Angela D PSA:EX
Sent: Tuesday, January 30, 2018 1:46 PM
To: Parte, Maura PSA:EX
Subject: RE: Check in with Maura

Hi,

You should also include the HR Policy on Discrimination and Harassment Prevention.

https://www2.gov.bc.ca/assets/gov/careers/managers-supervisors/managing-employee-labour-relations/hr-policy-pdf-documents/11_discrimination_and_harassment_in_the_workplace_policy.pdf

This policy is based on negotiated procedures in the collective agreement but also includes excluded employees and appointees.

Yes – pls check my calendar for another time.

May I ask you who is the lawyer that is developing the training.

A

From: Parte, Maura PSA:EX
Sent: Tuesday, January 30, 2018 1:32 PM
To: Wetz, Angela D PSA:EX
Subject: RE: Check in with Maura

Hi Angela,

I actually meant to set up a meeting for this week but I'm glad we now have this in February as there will be other issues to canvass then.

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: January 30, 2018 2:18 PM
To: Weltz, Angela D PSA:EX
Subject: RE: Check in with Maura

Hi Angela,

Will do.

The lawyer is Lisa Southern: <http://www.southernlaw.ca/>

I can explain further when we meet.

Maura

From: Weltz, Angela D PSA:EX
Sent: Tuesday, January 30, 2018 1:46 PM
To: Parte, Maura PSA:EX
Subject: RE: Check in with Maura

Hi,

You should also include the HR Policy on Discrimination and Harassment Prevention.

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This policy is based on negotiated procedures in the collective agreement but also includes excluded employees and appointees.

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May I ask you who is the lawyer that is developing the training.

A

From: Parte, Maura PSA:EX
Sent: Tuesday, January 30, 2018 1:32 PM
To: Weltz, Angela D PSA:EX
Subject: RE: Check in with Maura

Hi Angela,

I actually meant to set up a meeting for this week but I'm glad we now have this in February as there will be other issues to canvass then.

I was hoping to get a few minutes of your time this week or early next week to check in with you on training we are providing to our employee group on workplace based discrimination and harassment.

We have a lawyer who specializes in this area conducting the training and I have provided her with the Standards of Conduct for Political Staff, the Oath of Employment, and HR Policy 11 from the Terms and Conditions for Excluded Employees.

She will also be covering relevant provisions in the Human Rights Code (B.C.) and the Workers Compensation Act (B.C.), as well as relevant case law and case studies.

Lori had asked me to check in with you to ensure we haven't missed anything.

Is it okay for me to check your calendar again and suggest another time?

Thank you,

Maura

-----Original Appointment-----

From: Wertz, Angela D PSA:EX

Sent: Tuesday, January 30, 2018 1:11 PM

To: Parte, Maura PSA:EX

Subject: Accepted: Check in with Maura

When: Wednesday, February 21, 2018 2:30 PM-3:00 PM (UTC-08:00) Pacific Time (US & Canada).

Where: Angela's office

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Parte, Maura PSA:EX

From: Clark, Layne PREM:EX
Sent: January 9, 2018 4:51 PM
To: LP Ministerial Assistants; LP Executive Assistants; LP Administrative Coordinators
Cc: McKinstry, Cindy D FIN:EX; Parte, Maura PSA:EX; Poldrugovac, Saija FIN:EX
Subject: Expense Authority in MO

Hi Everyone,

Upon review, it has been decided to change the structure of expense authority within Minister's Offices. Currently, it was only Senior MAs, but instead it will be all staff, at varying levels. Please see below breakdown:

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:

Administrative Assistants:

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

Here is also a link to the MOSS Expense Authority Site, which is a great resource for everyone.

http://www.fin.gov.bc.ca/gws/camss/MOSS/FSA/AP/general/signing_auth.stm

If you have any questions, please contact your MOSS resource person.

Thanks!

Layne

Layne Clark
Director of Liaison and Coordination
Premier's Office

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