

Parte, Maura PSA:EX

From: Tupper, Linsey PSA:EX
Sent: February 1, 2018 2:04 PM
To: Parte, Maura PSA:EX
Cc: Roe, Sandra PSA:EX
Subject: RE: Revised letter for Lori's signature
Attachments: N Blakesley Appointment Letter.docx; N Blakesley Appointment Letter.pdf

Hi Maura,

Here is the signed letter from Lori for you to deliver to Nichole. I've attached the word document as well as I am not certain if you'd like it for your records. Please let me know if there is anything else you need.

Thanks,
Linsey

Linsey Tupper, Senior Executive Assistant
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Where ideas work

From: Parte, Maura PSA:EX
Sent: Thursday, February 1, 2018 9:13 AM
To: Tupper, Linsey PSA:EX
Subject: Revised letter for Lori's signature

Maura Parte, Manager, Human Resources
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Where ideas work

Parte, Maura PSA:EX

From: Provan, Amanda PSA:EX
Sent: February 5, 2018 3:31 PM
To: Parte, Maura PSA:EX
Subject: RE: Training materials
Attachments: BRW_Facilitator_Guide_Jun2015_Fall_Use.pdf; SE_Facilitator_Guide_Dec_2017_ALB2.pdf

Hello Maura,

Here is the facilitator guide for Building A Respectful Workplace. Our Supervisor Essentials one is undergoing some revisions- you can use this one as a reference but please don't share further.

Amanda

From: Parte, Maura PSA:EX
Sent: Tuesday, January 23, 2018 1:27 PM
To: Provan, Amanda PSA:EX
Subject: Training materials

Hello Amanda,

Thank you again for the meeting in December and for following up with materials, specifically the participant guides for Building a Respectful Workplace and Supervisory Essentials.

I am wondering if we can continue our discussion and if it's possible for me to access facilitation material as well.

I can see that you are away from the office right now so whenever is convenient for you.

Thank you,
Maura

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Where ideas work

Parte, Maura PSA:EX

From: Clark, Layne PREM:EX
Sent: February 6, 2018 5:05 PM
To: Parte, Maura PSA:EX
Subject: Job Descriptions
Attachments: Draft Chief of Staff Job Description.docx; Draft Deputy Director of Communications Job Description.docx; Draft Director of Communications Job Description.docx; Draft Director of Liaison and Coordination Job Description.docx; Draft Director of Operations Job Description.docx; Draft Director of Stakeholder Relations Job Description.docx; Draft Executive Assistant to the Premier Job Description.docx; Draft Executive Coordinator to the Chief of Staff Job Description.docx; Draft Executive Coordinator to the Premier Job Description.docx; Draft Executive Director of Vancouver Cabinet Office Job Description.docx; Draft Press Secretary Job Description.docx; Special Advisor Job Description August 31, 2017.docx

Here you go!

Layne Clark
Director of Liaison and Coordination
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Parte, Maura PSA:EX

From: Motz, Shelley PSA:EX
Sent: February 13, 2018 5:07 PM
To: Parte, Maura PSA:EX
Subject: UPDATE: Customer Service and Sensitivity training April 13

Hi Maura,

I hope all is well. We finally have opened up registration for the two Institute for Citizen Centred Service (ICCS) courses we are piloting this Spring. The one-day course in Victoria on April 13 may be of interest to some of your contacts. The two-day course will be held in Kelowna so I am not sure it would work for staff in the Ministers' offices. There are a maximum of 20 participants in the Victoria-based course. I am hoping we can offer future courses if the demand exceeds supply. I've copied and pasted info from an email I sent to Joanne Hanson below. Let me know if you have any questions.

Cheers,

Shelley

BC Public Service (BCPS) employees can now register for either the **Certified Service Professional (CSP)** or **Public Sector Service Fundamentals** course through the Learning System. These two courses were developed by the Institute for Citizen Centred Service (ICCS) to help public sector organizations deliver more sensitive, citizen-focused services. Both courses rely on classroom discussions, activities, exercises and reference materials to address the following topics:

- Client orientation
- Problem solving
- Communication
- Interpersonal relations
- Teamwork and collaboration
- Employee engagement
- Personal accountability
- Values and ethics

Certified Service Professional (CSP) two-day training program

** This program is more in-depth than the Public Sector Service Fundamentals course and is recommended to those who plan to seek certification. Individuals who wish to become certified must contact ICCS directly.*

When: Thursday, March 1 and Friday, March 2 2018, 8:30am - 4:30pm

Where: Kelowna, BC

Minimum # of participants: 10

Maximum # of participants: 22

Public Sector Service Fundamentals

When: Thursday, April 13, 2018, 9:00am - 4:00pm

Where: Victoria, BC

Minimum # of participants: 10

Maximum # of participants: 20

Parte, Maura PSA:EX

From: Clark, Layne PREM:EX
Sent: February 14, 2018 12:36 PM
To: Parte, Maura PSA:EX
Subject: Note
Attachments: Note MP.docx

Hey Maura,

As discussed earlier, here is the proposed restructure for our office.

L

Layne Clark
Director of Liaison and Coordination
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Parte, Maura PSA:EX

From: Lancaster, Michael PSA:EX
Sent: February 26, 2018 12:52 PM
To: Parte, Maura PSA:EX
Subject: Kelleher templates
Attachments: Letter to doctor sample - requesting more info re ee behaviours.docx

Michael Lancaster, Manager, Employee Relations

Labour Relations Branch | Employee Relations Division | BC Public Service Agency
1st Floor - 810 Blanshard Street | Victoria, BC | V8W 9V1 | 778 698-7911 | cell: 250 508-3642
AskMyHR: www.gov.bc.ca/myhr/contact
MyHR: 250.952.6000 | Toll Free 1.877.277.0772

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Where ideas work

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: February 5, 2018 11:51 AM
To: LP Ministerial Assistants
Cc: Clark, Layne PREM:EX
Subject: REMINDER HR TRAINING TUESDAY

Hello Everyone,

I am reminding you of the HR training session set for 1-3PM Tuesday in the Government Caucus Room. Tomorrow's session is for all Senior MAs and MAs, we are setting up a future session for all other staff as well.

We are starting promptly at 1PM, if you are going to be late or you are unable to attend please let me know.

Also a reminder for everyone that mobile devices shouldn't be used during the session so please plan around that.

Thank you, and look forward to seeing you tomorrow.

Maura

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Where ideas work

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: February 8, 2018 9:07 AM
To: 'Lisa Southern'
Cc: 'jrenz@southernlaw.ca' (jrenz@southernlaw.ca)
Subject: RE: Dates for other presentations

Hi Lisa,

I will check times with the group and get back to you.

It was great to meet you and go through your presentation.

Thanks again,

Maura

From: Lisa Southern [mailto:lsouthern@southernlaw.ca]
Sent: Wednesday, February 7, 2018 12:02 PM
To: Parte, Maura PSA:EX
Cc: 'jrenz@southernlaw.ca' (jrenz@southernlaw.ca)
Subject: Dates for other presentations

Good afternoon Maura, I hope today is going well.

If there is still a desire for me to do another presentation or two, I can confirm I am coming to Victoria for an all day mediation on Feb 27 - so could tag this on for the 26th or 28th to reduce travel costs. If you think that would work, please let me know.

Kind regards,

Lisa

Lisa Southern
Barrister and Solicitor
lsouthern@southernlaw.ca
778 918 7294

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: February 13, 2018 3:30 PM
To: Cavanagh, Judy PREM:EX
Subject: Staff Salary Schedule
Attachments: Mgmt Salary Grid Feb 2018.xls

Hi Judy,

Attached is an updated chart with positions and salaries for the Minister's offices and the Office of the Premier. The Salary Regulation would be amended this week (timing to be confirmed) to include the position of Special Advisor in Band 6.

Maura

Page 10

Withheld pursuant to/removed as

s.14

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: February 15, 2018 2:50 PM
To: Meggs, Geoff PREM:EX
Subject: RE: Letter for Judy Cavanagh

Hi Geoff,

I've just spoken to Judy again and her effective date for going to PT will be March 5 so will change letter.

Maura

From: Parte, Maura PSA:EX
Sent: Thursday, February 15, 2018 2:27 PM
To: Meggs, Geoff PREM:EX
Subject: Letter for Judy Cavanagh

Hi Geoff,

Below is the wording for a letter approving a change to part-time status for Judy Cavanagh.

There is currently no end date for the arrangement and I don't know if that was discussed?
An end date is not required but I want to make sure the letter is capturing what's been agreed to.

If there are no changes I will send to Tamarra to arrange for your signature.

Maura

February 16, 2018

Judith Cavanagh

s.22

Dear Judy:

Re: PART TIME WORK REQUEST
EXECUTIVE DIRECTOR, OPERATIONS AND STRATEGIC INITIATIVES
POSITION #, PAYLIST #
Office of the Premier

In response to your request to change from full time to part time work hours, it is my pleasure to confirm that your request is approved effective February 26, 2018. You will remain in your current position but your hours of work will change to part time.

Your work schedule will be three days a week for a total of 42 hours bi-weekly.

In approving this request, it is my responsibility to advise you of the implications to your pay and benefits as follows:

- Salary: Bi-weekly salary is pro-rated based on hours actually worked as set out in this letter
- STIIP: The 75% benefit is payable only on your part time hours of work
- LTD: To be eligible for LTD benefits you must work at least half time
- Public Service Pension Plan: If you have any questions regarding how this will affect your pension on retirement, please contact them at 1-800-665-3554
- Special Leave, Family Illness, and Leave for Medical and Dental Care: The maximum leave entitlement of 70 hours per calendar year is pro-rated for part time employees (ie, as a percentage of full time hours)
- Statutory Holidays: Compensation for designated paid holidays is pro-rated based on straight time hours worked in the previous 30 days divided by the straight time hours of work of a full time employee for the same 30 day period multiplied by the hourly rate multiplied by 7
- Annual Vacation Entitlement: Your annual vacation entitlement will be pro-rated based on hours worked at straight time rates as a percentage of full time hours

If you have any questions or concerns, please contact me.

Yours truly,

Geoff Meggs
Chief of Staff to the Premier

Copy: Public Service Agency

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: February 22, 2018 9:29 AM
To: Clark, Layne PREM:EX
Subject: RE: Reconciliation Training

Hi Layne,

I will coordinate with him and check with the PSA to see what training is available. We want it to be context specific.

Thank you,
Maura

From: Clark, Layne PREM:EX
Sent: Thursday, February 22, 2018 9:24 AM
To: Parte, Maura PSA:EX
Subject: Reconciliation Training

Hi Maura,

Jonathan Sas has asked that we do additional reconciliation training with political staff. He has an option that is approximately 700\$ that will come in and help facilitate this. Do you know if PSA has a budget for these types of things? If not, I can ask him to inquire within his Ministry. Feel free to reach out to him for more details.

Layne

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Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: February 22, 2018 11:00 AM
To: LP Senior Ministerial Assistants
Cc: Clark, Layne PREM:EX
Subject: Leadership Development Training

To: Senior Ministerial Assistants

To support you in your role providing supervision and performance management in your Minister's office we are offering leadership development training sessions.

The first sessions will provide a general overview of your responsibilities and the tools that are available to assist you. It promises to be an engaging session as we are working with an instructor who specializes in this area and provides training to leaders and managers across the public service.

The sessions are purposefully scheduled in the evenings from 7pm to 9pm while ministers are in meetings on March 6 and March 13.

Two of the same session are being offered, each will accommodate approximately 10-12 staff.

I will be sending a calendar invite shortly, it is only necessary to sign up for one of the two sessions.

Please do get in touch if you have any ideas or suggestions for further learning.

Best regards,

Maura

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: February 26, 2018 11:54 AM
To: Phillips, Dawn-Lynn PSA:EX
Subject: Compensation Memo
Attachments: Compensation Changes OOP Effective March 1 2018.docx

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Where ideas work

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: February 27, 2018 10:05 AM
To: Clark, Layne PREM:EX
Subject: Job Profile
Attachments: Job Profile Executive Coordinator to CoS Feb 2018.docx

Hi Layne,

I've adjusted the job profile for the Executive Coordinator position to be consistent with public service job profiles, including behavioural competencies.

For a benchmark I used the senior administrative position in a Deputy Minister's office, with some changes.

It captures the accountabilities, responsibilities and qualifications of the job description produced last fall.

This is how I would propose going forward:

- Review job profile
- Distribute job posting to existing staff and networks
- Review existing resume database for possible candidates (already underway from AO18 hiring process in OOP from December)
- Start interviews this Friday, continuing through until early next week

We can draft interview questions for Geoff to review based on the competencies in the job profile.

Please call to discuss. I am free most of the day.

Thank you,
Maura

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: February 27, 2018 2:48 PM
To: LP Ministerial Assistants; LP Support Staff; LP Executive Assistants; LP Administrative Coordinators
Cc: Clark, Layne PREM:EX
Subject: Employment Opportunity
Attachments: Job Profile Executive Coordinator to CoS Feb 2018.docx

Hello,

An exciting opportunity has opened up in the Premier's Office – the Executive Coordinator to the Chief of Staff,

Please see the attached job profile.

A resume and cover letter should be sent as soon as possible to maura.parte@gov.bc.ca.

Thank you,
Maura

Parte, Maura PSA:EX

From: Parte, Maura PSA:EX
Sent: February 27, 2018 3:27 PM
To: Phillips, Dawn-Lynn PSA:EX
Subject: Admin Assistants
Attachments: AA Recommendations with salary Feb 27 2018.xlsx

Hi DL,

Attached is my current spreadsheet of step increases for AA positions in MO.

Maura

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