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Withheld pursuant to/removed as

s.14;s.22;s.13

## Parte, Maura PSA:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** March 28, 2018 1:13 PM  
**To:** Cavanagh, Judy PREM:EX  
**Subject:** Correspondence Staff Salaries  
**Attachments:** Memo Re Correspondence Staff Salaries March 2018.docx

Hi Judy,

Please find attached a memo regarding your question on salaries for correspondence staff.

s.13

I'm available today and tomorrow morning to discuss and then after I return on Monday, April 9.

Thank you,  
Maura

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

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**From:** Parte, Maura PSA:EX  
**Sent:** March 22, 2018 2:15 PM  
**To:** LP Senior Ministerial Assistants  
**Subject:** Follow up  
**Attachments:** March 6 and 13.pptx

Please find attached the PPT from the March 6 and 13 sessions.

Most of the HR services referenced can be found here, either on the main page or under the Managers and Supervisors tab:

<https://www2.gov.bc.ca/gov/content/careers-myhr>

## Parte, Maura PSA:EX

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**From:** Lancaster, Michael PSA:EX  
**Sent:** March 12, 2018 2:27 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: Letter fo Expectation  
**Attachments:** Generic LOE 1 .docx

Hi Maura,

Attached is a generic LOE that we use for employees covered by the Standards of Conduct. Its designed so we pick and choose which parts are appropriate.

Yes, we can highlight portions of the LOE that are most relevant. Highlighting those other expectations would also be appropriate.

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**From:** Parte, Maura PSA:EX  
**Sent:** Monday, March 12, 2018 11:07 AM  
**To:** Lancaster, Michael PSA:EX  
**Subject:** Letter fo Expectation

Hi Michael,

I'm seeking a generic letter of expectations that deals with the Standards of Conduct for political staff.

I am wondering if we can highlight specific sections of the Standards within the letter?

I would also like to deal with expectations for the following:

- The need for employees taking appropriate time to rest outside of work, in terms of evenings and weekends and not working during vacation periods.
- The requirement for attendance at staff meetings, staff training sessions, etc.
- Reference to the job description and the requirement to provide leadership and communication within an office.

We are not at the point of discipline yet but want to remind a staff person of their responsibilities under the Standards the requirements of their job description.

I think if I have a template I can go from there but am concerned about getting too specific about certain areas.

Thank you,  
Maura

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## Parte, Maura PSA:EX

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**From:** Lancaster, Michael PSA:EX  
**Sent:** March 8, 2018 11:19 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: Letter for review

Maura,

I've reviews and it looks good. Just a quick question, we reference s.22  
think we want to make sure that is included in the package.

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**From:** Parte, Maura PSA:EX  
**Sent:** Thursday, March 8, 2018 10:04 AM  
**To:** Lancaster, Michael PSA:EX  
**Subject:** Letter for review

Hi Michael,

I am hoping someone in ER can review the attached letter and provide advice.

It's based on the template you shared with me.

Please call if there are any questions.

Thank you,  
Maura

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## Parte, Maura PSA:EX

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**From:** Provan, Amanda PSA:EX  
**Sent:** March 1, 2018 1:26 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: Evaluation template  
**Attachments:** F2F Survey-Evaluation\_with\_Branding Extended Version.docx

Hello Maura,

I'm glad to hear you have engaged Kimberley's service- she is an amazing speaker and facilitator.

I've attached the survey we have been using. We are also piloting a few new evaluations forms and methods, but I think for your purposes this form would work well. I've left it in the Word format so you could change the open ended questions on page two to better fit your needs.

Amanda

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**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, February 27, 2018 1:08 PM  
**To:** Provan, Amanda PSA:EX  
**Subject:** Evaluation template

Hello Amanda,

Starting next week we have Kimberley Newton delivering leadership development/performance management sessions to Ministerial staff.

I am wondering if you have a session evaluation template I could use for this. I am interested in knowing about the usefulness of information provided, the delivery format, and future training needs.

We envision this as being the start of a series of sessions so the latter part is key.

Would you have a template you could share that I could work from?

Thank you,  
Maura

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