

PERSONAL AND EMERGENCY CONTACT INFORMATION

This information is confidential and is covered by the provisions of the *Freedom of Information and Protection of Privacy Act*.

Submit this form via AskMyHR>Jobs and Hiring>Offer Letters. If you do not have access to Employee Self Service, ask your manager to submit the form for you.

PERSONAL INFORMATION

NAME

NAKENDAR s.22 GIRN

s.22

Person(s) you wish contacted in case of emergency.

EMERGENCY CONTACT(S)

s.22

NAME	RELATIONSHIP
ADDRESS	
POSTAL CODE	PHONE


EMPLOYEE'S SIGNATURE

MAY 23, 2019
DATE



PERSONAL AND CONFIDENTIAL

March 26, 2019

Naveen Girm
s.22

Dear Naveen,

Subject to an Order in Council being signed by the Lieutenant Governor in Council, I am offering you the role of Director, Strategic Outreach and Stakeholder Relations in the Office of the Premier, effective May 1, 2019. Your supervisor will be Chief of Staff to the Premier Geoff Meggs.

Your salary will be \$110,000 per annum in the Management Band 5 Salary Range, to be paid in accordance with the Salary Range Regulation, B.C. Reg 152/2017. The terms and conditions of your employment are equivalent to those established for category 'C' appointees in the "Terms and Conditions for Excluded Employees and Appointees" administered by the Public Service Agency. These are available at <http://www2.gov.bc.ca/gov/content/careers-myhr/managers-supervisors/employee-labour-relations/conditions-agreements/excluded-employees-appointees>. Please take some time to familiarize yourself with them. If you have any questions, please contact Maura Parte (Maura.Parte@gov.bc.ca), BC Public Service Agency.

As an Order in Council appointee you must conduct yourself in a manner that maintains and enhances the public's trust and confidence in the government. Please ensure you are familiar with the Standards of Conduct, a copy of which is attached. Further, as an Order in Council appointee, your order may be rescinded at any time resulting in the termination of your appointment.

Lastly, I want to extend my best wishes for your success in this role.

Yours truly,

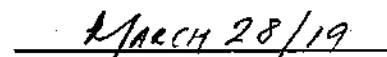
Amber Hockin
Deputy Chief of Staff
Office of the Premier



pc: BC Public Service Agency

I have read and accept the terms and conditions of this appointment.


Naveen Ginn


Date MARCH 28/19

Information and Communications Technology (ICT) Agreement

Information Management and Information Technology Management

I, NAVINDAR s.22 GERN, have received a copy of the Standards of Conduct and Chapter 12, Core Policy and Procedures Manual and understand my responsibilities regarding the appropriate use of government information and communications technology.


Employee Signature

MAY 25th 2019
Date

Pc: BCPSA HR Client Services for Employee Personnel File

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. 168

, Approved and Ordered


April 01, 2019


Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that

- (a) Naveendar s.22 Girn is appointed to the position of Director, Strategic Outreach and Stakeholder Relations, Office of the Premier,
- (b) Naveendar s.22 Girn is to be paid in accordance with the Salary Range Regulation, B.C. Reg. 152/2017, starting at \$110 000 per year, and
- (c) the terms and conditions of employment equivalent to those established for category C appointees in the "Terms and Conditions for Excluded Employees and Appointees" administered by the Public Service Agency apply to the appointment of Naveendar Singh Girn.


Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Public Service Act, R.S.B.C. 1996, c. 385, s. 15

Other: _____

O10318533

Page 06

Withheld pursuant to/removed as

s.22

Consent for Disclosure of Criminal Record Information



Where ideas work

PART 1 (To be completed by applicant/employee)

Surname GIRN s.22	Given Name (1) NAVEENDAR	Position s.22
--------------------------------	------------------------------------	-------------------------

Failure to accurately disclose the above information is grounds for disqualification from employment or dismissal in the event that the information is discovered after employment.

PERMISSION, WAIVER and RELEASE:

Pursuant to Section 8(1) of the Privacy Act of Canada, and Sections 32(b) and 33.1(1)(b) of the British Columbia Freedom of Information and Protection of Privacy Act (FOIPPA), by my signature below I hereby consent to a check for records of criminal convictions, outstanding charges, and/or arrests. Other documents or information in the custody of the police, the court, corrections, or crown counsel may be accessed in order to assess any information found as a result of the criminal record check.

I authorize the release of this information to the Personnel Security Screening Office of the Ministry of Justice for the purposes of determining my suitability for a position in the BC Public Service. I understand that my consent will be retained on file. Subsequent to this record check, I agree to report any incident to the Personnel Security Screening Office if I am arrested, charged or convicted of any criminal offence or any other federal or provincial statutory offence, including any suspension of driving privileges but excluding any ticket-only driving infractions or municipal by-law contraventions. This information is collected by the British Columbia Public Service under s 26(c) of FOIPPA. Any questions about the collection and use of this information can be directed to an HR Service Representative at the BC Public Service Agency by submitting a request at [AskMyHR](#), phoning: 1-877-277-0772 or writing to: Manager, Contact Centre Operations, BC Public Service Agency 810 Blanshard St. Victoria, B.C. V8W 2H2

I hereby release and forever discharge (i) Her Majesty the Queen in Right of Canada, the Royal Canadian Mounted Police, their members, employees, agents and assigns, and (ii) Her Majesty the Queen in Right of the Province of British Columbia and all employees and agents of the Province of British Columbia from any and all actions, causes of actions, claims, complaints and demands for any form of relief, damages, loss or injury which may hereafter be sustained by myself, howsoever arising from the above authorized disclosure of information and waive all rights thereto.

Applicant/Employee Signature

2019 / 04 / 21

Date (Year, Month, Day)

PART 2 (To be completed by hiring manager)

Hiring Manager Surname Operations & Strategic Initiatives	Hiring Manager Given name	
Ministry/Organization Office of the Premier	Hiring Manager Phone Number 604 398 5780	Hiring Manager Email Address (government email only) Danny.Laurendeau@gov.bc.ca

1. Initiate the criminal record check on this applicant by entering the information on this form into the Personnel Security Screening Office (PSSO) on-line service at this address: <https://justice.gov.bc.ca/pssol/>.

2. Record entry into PSSO on-line service.

☒ Check here to confirm criminal record check request entered into PSSO online service

Reference Number (from PSSO online service after submission)

3408256

3. Scan the first page of this form and send it to the BCPSA using an [AskMyHR service request](#). Enter "Consent for Security Screening" in the subject line. Select "Jobs & Hiring" then "Criminal Record Check Consent Form" in the service list. Attach the scanned document. Securely destroy the original.

Effective May 4, 2015

1

Page 08

Withheld pursuant to/removed as

s.22



Standards of Conduct for Political Staff Acknowledgement

The **Standards of Conduct for Political Staff** can be found [online and downloaded in printable format](#).

The objectives of this policy are to describe the standards of conduct expected of political staff and to define employer and staff responsibilities related to them. Some of the principles described in the policy are reflected in the Political Staff Oath taken by all political staff.

Staff who breach the Standards of Conduct for Political Staff may be subject to disciplinary action up to and including dismissal.

Please ensure you read the policy and adhere to its principles and procedures, noting especially the accountabilities of political staff. **Sign the statement at the bottom of this page and return it to the employer within ten working days.** Retain the attached policy for your records.

I hereby acknowledge that I have received a copy of the Standards of Conduct for Political Staff and that I have read and understood this policy.


Signature

NAVEEN GIRN
Name

MAY 23, 2019
Date

Information and Communications Technology (ICT) Agreement

Information Management and Information Technology Management

I, NAVINDAR S.22 GERN, have received a copy of the Standards of Conduct and Chapter 12, Core Policy and Procedures Manual and understand my responsibilities regarding the appropriate use of government information and communications technology.


Employee Signature

MAY 25th 2019
Date

Pc: BCPSA HR Client Services for Employee Personnel File

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. 168

, Approved and Ordered


April 01, 2019


Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that

- (a) Naveendar Singh Girn is appointed to the position of Director, Strategic Outreach and Stakeholder Relations, Office of the Premier,
- (b) Naveendar Singh Girn is to be paid in accordance with the Salary Range Regulation, B.C. Reg. 152/2017, starting at \$110 000 per year, and
- (c) the terms and conditions of employment equivalent to those established for category C appointees in the "Terms and Conditions for Excluded Employees and Appointees" administered by the Public Service Agency apply to the appointment of Naveendar Singh Girn.


Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Public Service Act, R.S.B.C. 1996, c. 385, s. 15

Other: _____

O10318533



Standards of Conduct for Political Staff Acknowledgement

The **Standards of Conduct for Political Staff** can be found [online and downloaded in printable format](#).

The objectives of this policy are to describe the standards of conduct expected of political staff and to define employer and staff responsibilities related to them. Some of the principles described in the policy are reflected in the Political Staff Oath taken by all political staff.

Staff who breach the Standards of Conduct for Political Staff may be subject to disciplinary action up to and including dismissal.

Please ensure you read the policy and adhere to its principles and procedures, noting especially the accountabilities of political staff. **Sign the statement at the bottom of this page and return it to the employer within ten working days.** Retain the attached policy for your records.

I hereby acknowledge that I have received a copy of the Standards of Conduct for Political Staff and that I have read and understood this policy.


Signature

NAVEEN GIRN
Name

MAY 23, 2019
Date

Subject

*******004-0031 s.22 GIRN, Naveendar - Direct Deposit & Tax forms - start date 01MAY19**

Question Reference # 190502-000780

Assigned: Cathy Petch

Date Created: 05/02/2019 01:24 PM

Date Last Updated: 05/03/2019 09:50 AM

Status: Solved

Response By Email (Cathy Petch) (05/03/2019 09:48 AM)

Hi Dawn-Lynn,

I've entered both tax forms and the direct deposit today for Naveen. Note that I've updated the secondary reference to his employee number - s.22

Let me know if you have questions.

Enjoy your day!

Cathy Petch - Payroll Operations

TELUS Employer Solutions in partnership with BC Public Service Agency

Contact Centre: 1-877-277-0772

AskMyHR: www.gov.bc.ca/myhr/contact

Customer By (Dawn-Lynn Phillips) (05/02/2019 01:24 PM)

Hi Cathy - Naveen Girn started on 01MAY19, I have attached his direct deposit and tax forms. Thank you.....dl

Page 14 to/à Page 17

Withheld pursuant to/removed as

s.22

PAYROLL DIRECT DEPOSIT AUTHORIZATION

General Inquiries: 1 877 277-0772

This form must be completed by provincial government employees in order to initiate or change direct pay deposits.

The employee must:

- Complete and sign this form;
- Attach a copy of a personal encoded deposit slip or voided cheque for a chequing account **or** take the form to your bank, trust company or credit union for verification if a **savings account**;
- Employees served by Telus Sourcing Solutions-BC (TSS-BC) – Fax completed form to 250 652-2155;
- Non-Shared Services clients – Fax completed form to your individual Pay Office;
- You **MUST** submit this form to TSS-BC or your Pay Office **BEFORE** changing or closing your bank account (Changing or closing your bank account before notifying TSS-BC or your Pay Office could result in payment **not** being made to your account);
- **Please type or print clearly.**

Freedom of Information and Protection of Privacy Act

The personal information requested on this form is collected for the purpose of processing your Payroll Direct Deposit Authorization. Questions about the collection or use of this information can be directed to the FOI Designate at (250) 544-5400 Telus Sourcing Solutions, Block E, 2261 Keating Cross Road, Saanichton BC V8M 2A5.

EMPLOYEE LAST NAME	FIRST NAME	EMPLOYEE ID.	DEPARTMENT ID.
GIRN	NAVEENDAR	s.22	-

s.22

Subject**Flexible Benefits Enrolment****Question Reference # 190522-000179**

Assigned: Debra Lomas

Date Created: 05/22/2019 08:59 AM

Date Last Updated: 05/22/2019 08:59 AM

Status: Solved

Note By (Debra Lomas) (05/22/2019 08:59 AM)

No active work email, therefore, have forwarded to home email address and have also mailed information package to employee directly

Response By Email (Debra Lomas) (05/22/2019 08:59 AM)

This ticket is to inform you that you have become eligible for the Flexible Benefits Program. You must enrol in the Flexible Benefits Program and take an active role in choosing your benefits. Please review the important enrolment information (e.g., timelines) outlined below.

ACTION REQUIRED: You are now eligible for the Flexible Benefits Program

If you have previously forwarded your forms to the Benefits Service Centre, please disregard this email.

Review the program resources on [MyHR](#) (e.g., Flexible Benefits Guide; enrolment forms) to learn about the options available to you. Pay particular attention to the information on the health spending accounts (HSA); your choices around whether to have one and how much to put into an HSA will impact your pay.

Please find link below to access:

FLEXIBLE BENEFITS FOR EXCLUDED EMPLOYEES

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

IMPORTANT!

- The Benefits Service Centre **must receive** your completed enrolment forms **within 30 days** of either your date of hire (new employees) or your date of eligibility for the Flexible Benefits Program. Otherwise, you will receive the default package.
- The Benefits Service Centre **must** receive your **original Group Life Beneficiary Designation Form**. If you fax or email in your enrolment forms, please follow up by mailing the original Group

Life Beneficiary Designation Form to the Benefits Service Centre.

- The Benefits Service Centre **must** receive an MSP Group Application in order to be enrolled under the employer group plan. If an application is not submitted, the default is set to waived coverage.

Your Enrollment Checklist:

1. Complete the following forms:
 1. Flexible Benefits Program Enrolment/Change Form
 1. MSP Group Application Form or MSP Group Change Form, as applicable
 1. Group Life Beneficiary Designation Form
 1. Evidence of Insurability Form (if required)

When is Evidence of Insurability required?

Basic employee life insurance coverage is a condition of employment. During initial enrolment, you can select any level of basic employee life insurance without having to provide evidence of insurability. Any increases, in future, to your basic employee life Insurance will require evidence of insurability.

Optional life insurance coverage is also available under the Flexible Benefits Program. During initial enrolment, you may elect up to \$50,000 of optional employee and/or optional spouse life insurance without having to provide evidence of insurability. If you elect amounts above \$50,000, you will be required to provide evidence of insurability. Any increases, in future, to your optional life insurance coverage will also require evidence of insurability.

1. Submit your *enrolment* form(s) to the Benefits Service Centre by:

Mail

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

Fax:
604-320-
4031

Email:
Mybenefits@gov.bc.ca

1. Submit any required *Evidence of Insurability* form(s) to:
Great West Life Assurance Company
Group Medical Underwriting
PO Box 6000
Winnipeg, MA R3C 3A5

If you have any questions, please call MyHR at 1-877-277-0772, extension 1 and refer to this ticket number.

Thank you,
Benefits Service Centre



Subject**004-0031 s.22 - GIRN, Naveendar - Benefits****Question Reference # 190529-000157**

Assigned: Matt Norman

Date Created: 05/29/2019 11:53 AM

Date Last Updated: 06/03/2019 01:08 PM

Status: Solved

Response By Email (Matt Norman) (06/03/2019 01:08 PM)

Hi Nancy

I have processed this enrolment with a May 1, 2019 effective date.

Thank you,

Matt Norman

TELUS Employer Solutions in partnership with BC Public Service
AgencyAskMyHR: www.gov.bc.ca/myhr/contact**Customer By Phone (Nancy Valley) (05/29/2019 11:53 AM)**

Hello,

Please process.

Thanks!

Nancy Valley, Project Assistant

Executive Talent Management

BC Public Service Agency

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

Ph: 1 (778) 698-7973

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

1.877.277.0772

Government confidentiality and privilege apply to this message and any attachments. If you are not the intended recipient, you are hereby notified that any review, retransmission, conversion to hard copy, copying, circulation or other use is strictly prohibited. If you are not the intended recipient, please notify the sender immediately, and delete this message and any attachments from both your inbox and deleted items folder. Thank You.



Where ideas work

Page 24 to/à Page 48

Withheld pursuant to/removed as

s.22