

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: November 30, 2018 11:29 AM
To: Loubert, Danny PREM:EX
Subject: Letters for AH to sign
Attachments: s.22

Hi Danny,
Please find attached letters for AH review and signature.
Can you please do a final copy edit before she sees them?

Thank you,
Maura

Maura Parte
BC Public Service Agency
250-213-6377

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: November 30, 2018 9:12 AM
To: Loubert, Danny PREM:EX
Subject: RE: Advisor Role

It will be either today or Monday – I am waiting to hear.

From: Loubert, Danny PREM:EX
Sent: Friday, November 30, 2018 9:09 AM
To: Parte, Maura PSA:EX
Subject: RE: Advisor Role

Do we have a start date?

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Parte, Maura PSA:EX
Sent: Friday, November 30, 2018 9:05 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: Advisor Role

No – we need all the forms please. s.22 was different. He needs the pre-hiring onboarding forms and the post-hiring onboarding forms. Thank you

From: Loubert, Danny PREM:EX
Sent: Friday, November 30, 2018 9:04 AM
To: Parte, Maura PSA:EX
Subject: RE: Advisor Role

Hi Maura,

Just to confirm we only need the CRC consent form?

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Parte, Maura PSA:EX
Sent: Thursday, November 29, 2018 12:35 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: FW: Advisor Role

Hi Danny, can you please reach out to s.22 and get him started on the onboarding forms?

Please see below. He will have to do another CRC as it is a different position and it is in the PO.

Thank you,
Maura

From: s.22

Sent: Wednesday, November 28, 2018 4:54 PM

To: Parte, Maura PSA:EX

Subject: Re: Advisor Role

Hi, Maura. Thanks for your congrats, I'm very happy to help out.

On that note^{s.13}

including criminal record check...would it be helpful to

you to see that paperwork? I'll flip it to you if you like, Maura.

My legal name =^{s.22}

hi ho

s.22

On Nov 28, 2018, at 4:18 PM, Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca> wrote:

Hello^{s.22}

Amber Hockin has asked me to get in touch regarding your appointment to the role of Ministerial Advisor in the Premier's Office.

I understand she has confirmed the terms with you and I will follow up with a letter, to come tomorrow.

I need to initiate your appointment order so please expect forms to come shortly that will need to be filled out immediately.

For now, can you please confirm your full legal name is^{s.22} ?

Thanks, and congratulations on your new role.

Maura

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From: Brent Humphreys^{s.22}
Sent: Wednesday, November 28, 2018 4:54 PM
To: Parte, Maura PSA:EX
Subject: Re: Advisor Role

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Maura Parte
BC Public Service Agency
250-213-6377

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: November 30, 2018 8:58 AM
To: Wade, Debbie PREM:EX
Subject: FW: Workshop List
Attachments: Dec 10th and 11th.xlsx

Hi Debbie, I see there are some ACs on this list. The workshop invitation was not intended to go to them. Were they invited?

Thank you, Maura

From: Loubert, Danny PREM:EX
Sent: Thursday, November 29, 2018 4:35 PM
To: Parte, Maura PSA:EX
Subject: Workshop List

Hi Maura,

Please find the attached Registration Lists for the Equity and Inclusion workshop.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: November 30, 2018 8:55 AM
To: Nash, Amber PREM:EX
Subject: s.22
Attachments: Employee Performance Review Guide 2018.docx; Employee Self-Assessment Guide 2018.docx

Hi Amber,

Attached are the performance review documents we discussed.

I assume s.22 so let's aim to meet next week for sure.

We should also review his job description one last time before we present it to him.

His salary adjustment will show up on his next pay cheque.

Thanks,
Maura

Maura Parte
BC Public Service Agency
250-213-6377

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: November 29, 2018 3:33 PM
To: 'Natasha Tony'
Subject: RE: Outline for Building Inclusive Organizations with Natasha Tony

Thanks Natasha I will do that. I am aiming for early next week to review and discuss any changes, if necessary.

I will also send information next week on location, etc. We started registration on Monday and the Tuesday session is already full.

We will be looking ahead to another session in late January so let's start thinking of dates for that too.

Maura

From: Natasha Tony s.22
Sent: Thursday, November 29, 2018 11:51 AM
To: Parte, Maura PSA:EX
Subject: Outline for Building Inclusive Organizations with Natasha Tony

Hello Maura,

Do you want to review this outline for training and send it to Amber as well so she can review and then we can discuss or send notes or questions via email.

I am available this afternoon.

Natasha Tony

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: November 29, 2018 12:35 PM
To: Loubert, Danny PREM:EX
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Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: November 29, 2018 11:20 AM
To: 'Natasha Tony'
Subject: FW: Appendix 1
Attachments: Scan_20181129.pdf

Hi Natasha,

From the contract manager:

This is the Appendix 1 that Ms Tony needs to initial on the bottom right corner. She initialed the first page of the Agreement. Thanks

Thank you,
Maura

Parte, Maura PREM:EX

From: Thomson, Drew PSA:EX
Sent: November 29, 2018 10:05 AM
To: Parte, Maura PSA:EX
Subject: RE: Pac Leaders Elig & OIC Political Appointees

Hi there – Dawn-Lynn gave me a call to clarify and I really appreciated that.

Also appreciate the update. Look forward to hearing the outcome!

How is your back? Drew

From: Parte, Maura PSA:EX
Sent: Thursday, November 29, 2018 9:04 AM
To: Thomson, Drew PSA:EX
Subject: RE: Pac Leaders Elig & OIC Political Appointees

Hi Drew,

Dawn-Lynn has reached out to Allan directly and is reviewing the list of which positions are captured under Code 55 to make sure it includes all political staff roles. We should have an answer this week.

Have a good day,
Maura

From: Thomson, Drew PSA:EX
Sent: Monday, November 26, 2018 1:52 PM
To: Parte, Maura PSA:EX
Subject: RE: Pac Leaders Elig & OIC Political Appointees

Well, maybe I can go another route, there are other folks who are knowledgeable on PeopleSoft.

I will get back to you when I find something out.

From: Parte, Maura PSA:EX
Sent: Monday, November 26, 2018 1:42 PM
To: Thomson, Drew PSA:EX
Subject: RE: Pac Leaders Elig & OIC Political Appointees

Hi Drew – I spoke with DL about this Friday and she will be getting back soon, she has a lot of projects on the go right now. I think connecting with her directly may work best. Please let me know if I can assist in any other way.
Thank you,
Maura

From: Thomson, Drew PSA:EX
Sent: Friday, November 23, 2018 12:58 PM
To: Parte, Maura PSA:EX
Subject: RE: Pac Leaders Elig & OIC Political Appointees

Thanks for the update. I appreciate the help.

s.22

From: Parte, Maura PSA:EX
Sent: Friday, November 23, 2018 11:25 AM
To: Thomson, Drew PSA:EX
Subject: RE: Pac Leaders Elig & OIC Political Appointees

s.22

I posed this question directly to DL. She was working to deadline yesterday so I expect to hear from her sometime today.

I will let you know as soon as I hear.

Maura

From: Thomson, Drew PSA:EX
Sent: Thursday, November 22, 2018 12:21 PM
To: Parte, Maura PSA:EX
Subject: RE: Pac Leaders Elig & OIC Political Appointees

Hello Maura —s.22

You are right, those other two options would be very difficult to incorporate practically speaking. What did Dawn say about Allan O'Neill's comment (below) that the "Job Function" code indicates if a person is a political appointee (with a 54 or 55)? Allan is sort of our PeopleSoft data guru so I would like to hear Dawn's thoughts on this.

Thanks!

From: Parte, Maura PSA:EX
Sent: Thursday, November 22, 2018 12:12 PM
To: Thomson, Drew PSA:EX
Subject: RE: Pac Leaders Elig & OIC Political Appointees

Hi Drew, I spoke with Dawn-Lynn about this yesterday and have been able to give it some thought.

She told me that CHIPS will identify an employee as an OIC appointee but it will not tell you whether they are political staff or regular public service employees. An item in the employee's file that distinguishes them is whether they have taken the Oath of Employment for political staff or for public servants. This would however require a program manager to make a further inquiry with HR to determine what Oath has been filed it would not be evident on CHIPS. So, in short, this would require them to inquire further each time it is an OIC appointee in Office of the Premier or in a Minister's Office.

The other identifying piece for political staff is whether their appointing OIC refers to Salary Range Regulation 152/2017. The Regulation exclusively covers political staff. So, for instance, if a person is an OIC appointee in the Premier's Office and if their OIC refers to this regulation they are definitely political staff. A copy of their appointing order should be filed in their employee file and their letter of offer (also filed in employee file) refers to the Salary Range Regulation.

I hope this is helpful. I am in my office all day tomorrow and Friday and can make myself available.

Thank you,

Maura

From: Thomson, Drew PSA:EX
Sent: Thursday, November 22, 2018 11:15 AM
To: Parte, Maura PSA:EX
Subject: RE: Pac Leaders Elig & OIC Political Appointees

Hi Maura – I have to make progress while I have some time. Okay if I reach out to Dawn-Lynn myself on this? Can you remind me of her last name?

Thanks, s.22

Drew

s.22

Maura Parte
BC Public Service Agency
250-213-6377

On Nov 14, 2018, at 12:55 PM, Thomson, Drew PSA:EX <Drew.Thomson@gov.bc.ca> wrote:

Hello there – I don't want to lose the thread on this one, it's too easy for me to get drawn into other issues.... Were you able to get information from Dawn about how easy it is to view that Job Function code? If you've got other things going on, shall I reach out to her?

Thanks! Drew

From: Thomson, Drew PSA:EX
Sent: Tuesday, November 13, 2018 10:26 AM
To: Parte, Maura PSA:EX
Subject: RE: Pac Leaders Elig & OIC Political Appointees

Hi Maura – I hope you had a good weekend. I can save you one piece of work, or at least partially. I learned from Allan O'Neill that the "Job Function" code indicates if a person is a political appointee (indicated with a 54 or 55). What I don't know is how easy it is on CHIPS to see the Job Function code, would you be able to ask that question of Dawn?

Thank you. Drew

From: Parte, Maura PSA:EX
Sent: Tuesday, November 13, 2018 9:51 AM
To: Thomson, Drew PSA:EX
Cc: Gadsby, Sean C PSA:EX
Subject: RE: Pac Leaders Elig & OIC Political Appointees

Hi Drew,

I've noted my two follow-up items and will be back in touch likely by the end of day.

Thank you,
Maura

From: Thomson, Drew PSA:EX
Sent: Friday, November 9, 2018 8:50 AM
To: Parte, Maura PSA:EX
Cc: Gadsby, Sean C PSA:EX
Subject: Pac Leaders Elig & OIC Political Appointees

Hi Maura – Further to our conversation earlier this week regarding OIC and their eligibility for Pac Leaders:

- s.22

New topic Political Appointees: We also talked about OIC's who are political appointees and you let me know that yet another political appointee has been accepted into the Pac Leaders Loan Forgiveness program^{s.22}. We also discovered that the list of political appointee job titles listed in the Standards of Conduct for Political Appointees -- which I had understood was comprehensive -- is not. Clearly we have a problem screening out political appointees and need to address this. I have some levers I can apply such as changes to the application forms and updates to MyHR content, however, we need to find more effective ways to screen these folks out. To start exploring how, **you are going to**:

- Send me a link to the "salary range regulation" which I think you indicated lists the job titles of pol staffers?
- Contact Dawn to ask her if pol staffers are identified in CHIPS and if so, how

s.13

From: Gadsby, Sean C PSA:EX
Sent: Friday, November 2, 2018 11:39 AM
To: Parte, Maura PSA:EX; Thomson, Drew PSA:EX
Cc: Weltz, Angela D PSA:EX
Subject: RE: Pac Leaders Scholarships - OIC term appoints & eligibility

Hi. Apologies, but one correction to my email below. Technically, admin staff in the PO and staff of GCPE are appointed under s.15 of the Public Service Act are therefore are also not included in the definition of employee. But I understand from Drew that because those folks are working in regular and continuous jobs, and because they are not political staff, they are still eligible for PL. Just wanted to clarify.

SG

From: Gadsby, Sean C PSA:EX
Sent: Friday, November 2, 2018 10:44 AM

To: Parte, Maura PSA:EX; Thomson, Drew PSA:EX
Cc: Weltz, Angela D PSA:EX
Subject: RE: Pac Leaders Scholarships - OIC term appoints & eligibility

Hi. There are basically three categories of OIC at issue here: (1) persons appointed by OIC under the Public Service Act, such as administrative and other non-political staff in the Premier's Office, staff of GCPE, who are included in the definition of "employee" under the Act; (2) political staff appointed under section 15 of the Public Service Act, who are not included in the definition of employee under the Act; and (3) other OIC appointees appointed under the authority of other statutes, who are also not considered employees.

PL requires that to be eligible the applicant must be both an employee and be carrying out regular work (meaning their work is continuous with no fixed term). As such, this means that only persons captured under (1) above are eligible, and only if their OIC has no fixed end-date. Persons falling in (2) and (3) are ineligible because they are not included in the definition of employee. Persons with fixed-term OICs are ineligible because their work is not regular and continuous (and therefore they cannot meet the return of service requirement).

Most admin staff in the Premier's Office and staff of GCPE are therefore eligible as they are employees whose OIC has no fixed end date. s.22
s.22

Hope this helps. Happy to discuss.

SG

From: Parte, Maura PSA:EX
Sent: Friday, November 2, 2018 10:06 AM
To: Thomson, Drew PSA:EX; Gadsby, Sean C PSA:EX
Cc: Weltz, Angela D PSA:EX
Subject: RE: Pac Leaders Scholarships - OIC term appoints & eligibility

Hi Drew,

I think it would be helpful to clarify whether OIC appointees without a fixed term end date are eligible.

s.13

s.13

I expect

there will be others in the future.

I think Sean may have answered the question here as they are regular full-time employees with no fixed end date but I understand there is a specific exclusion for political staff.

Thanks all.

Maura

From: Thomson, Drew PSA:EX
Sent: Thursday, November 1, 2018 4:40 PM
To: Gadsby, Sean C PSA:EX; Parte, Maura PSA:EX
Cc: Weltz, Angela D PSA:EX
Subject: RE: Pac Leaders Scholarships - OIC term appoints & eligibility

Sean – Very helpful, as always.

Maura – Do you have anything you'd like to add? I have a limited window on this so keen to hear from you in the next couple of business days.

Thank you all. Drew

From: Gadsby, Sean C PSA:EX
Sent: Wednesday, October 31, 2018 9:30 AM
To: Thomson, Drew PSA:EX
Cc: Weltz, Angela D PSA:EX; Parte, Maura PSA:EX
Subject: RE: Pac Leaders Scholarships - OIC term appoints & eligibility

Hi Drew,

In my view, this person is not eligible for Pac Leaders as they do not meet the PL eligibility requirements. Under the headings "Who Can Apply" and "Applicant Eligibility" on the PL website, only persons who are a "regular full or part-time employee with a BC Public Service Employer" are eligible. An OIC appointee with a fixed end-date, such as

s.22

s.22 does not meet this criteria as "regular" refers to employees whose employment is continuous with no fixed end-date. Further, I agree that appointees with fixed end-date OICs should be treated in the same manner as auxiliary and casual employees, who are also ineligible because their work is not regular and continuous and therefore they cannot fulfill the return of service requirement.

If there was a desire to make an exception for OIC appointees with fixed end-dates, it would have to be on the understanding that the appointee and her employer fully expect the appointee's OIC to be renewed when it expires (as otherwise, why even bother to apply to PL), and that the employee fully understands that if her OIC is not renewed she would have to repay at least a pro-rated portion of her PL Scholarship. This kind of exception should only be considered in rare cases, in my view, as it is contrary to the longstanding eligibility requirements for PL and may be difficult to administer.

s.13; s.22

Hope this helps. Happy to discuss.

SG

From: Weltz, Angela D PSA:EX
Sent: Tuesday, October 30, 2018 3:41 PM
To: Gadsby, Sean C PSA:EX
Cc: Forman, Ken PSA:EX
Subject: RE: Pac Leaders Scholarships - OIC term appoints & eligibility

For response pls.

a

From: Thomson, Drew PSA:EX
Sent: October 30, 2018 2:22 PM
To: Weltz, Angela D PSA:EX <Angela.Weltz@gov.bc.ca>; Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: Pac Leaders Scholarships - OIC term appoints & eligibility

Good afternoon, colleagues: If you are not the right people to assist in this conversation, please refer me onwards.

s.13

If either of you have an interest in ensuring that OIC's in term appointments are eligible or can provide me with further context, I would appreciate being able to sit down and talk this through. Thoughts? Thanks. Drew

From: MyHR <myhr@gov.bc.ca>
Sent: Tuesday, October 30, 2018 10:54 AM
To: Kenny, Tara PSA:EX <Tara.Kenny@gov.bc.ca>

Subject: Question re: OIC Verification of Employment Status [Incident: 181024-001037]

Hello Tara,

s.13; s.22

Communication History

Staff Account Jill Norton via Email 10/30/2018 10:53 AM

Hello Tara,

s.22

Customer Tara Kenny via CSS Web 10/30/2018 10:48 AM

Hi Jill,

Thank you for your response. I have a few more questions. Did this person have to resign from the public service to take this OIC position? When the term is over in the OIC and if they choose not to renew their OIC appointment, do they become public service employees again?

Thank you - Tara

Staff Account Jill Norton via Email 10/29/2018 02:06 PM

Hello Tara,

All OIC Appointments are term limited. They are still considered regular employee's who have vacation and benefits but they do have a specific term end date on their employment. s.13; s.22

s.13; s.22 entered into PeopleSoft. This can be extended or it can be ended early.

Customer Tara Kenny via CSS Web 10/24/2018 03:39 PM

Hello. I am the Program Administrator for the Pacific Leaders Scholarships programs with the PSA. I am wanting to inquire on an individual's employment status, they work in a OIC position, and am needing to know if they are considered a permanent or a temporary employee. This information is needed to determine eligibility for the PL Scholarships program

which closed September 30, 20018. More info is needed for EE
s.22 Thank you. Tara Kenny

Parte, Maura PREM:EX

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Cc: Gadsby, Sean C PSA:EX
Subject: Pac Leaders Elig & OIC Political Appointees

Hi Maura – Further to our conversation earlier this week regarding OIC and their eligibility for Pac Leaders:

- s.13; s.22

-

New topic Political Appointees: We also talked about OIC's who are political appointees and you let me know that yet another political appointee has been accepted into the Pac Leaders Loan Forgiveness program^{s.22} We also discovered that the list of political appointee job titles listed in the Standards of Conduct for Political Appointees – which I had understood was comprehensive – is not. Clearly we have a problem screening out political appointees and need to address this. I have some levers I can apply such as changes to the application forms and updates to MyHR content, however, we need to find more effective ways to screen these folks out. To start exploring how, **you are going to**:

- Send me a link to the “salary range regulation” which I think you indicated lists the job titles of pol staffers?
- Contact Dawn to ask her if pol staffers are identified in CHIPS and if so, how

s.13

From: Gadsby, Sean C PSA:EX
Sent: Friday, November 2, 2018 11:39 AM
To: Parte, Maura PSA:EX; Thomson, Drew PSA:EX
Cc: Weltz, Angela D PSA:EX
Subject: RE: Pac Leaders Scholarships - OIC term appoints & eligibility

Hi. Apologies, but one correction to my email below. Technically, admin staff in the PO and staff of GCPE are appointed under s.15 of the Public Service Act and therefore are also not included in the definition of employee. But I understand from Drew that because those folks are working in regular and continuous jobs, and because they are not political staff, they are still eligible for PL. Just wanted to clarify.

SG

From: Gadsby, Sean C PSA:EX
Sent: Friday, November 2, 2018 10:44 AM
To: Parte, Maura PSA:EX; Thomson, Drew PSA:EX
Cc: Weltz, Angela D PSA:EX
Subject: RE: Pac Leaders Scholarships - OIC term appoints & eligibility

Hi. There are basically three categories of OIC at issue here: (1) persons appointed by OIC under the Public Service Act, such as administrative and other non-political staff in the Premier's Office, staff of GCPE, who are included in the definition of “employee” under the Act; (2) political staff appointed under section 15 of the Public Service Act, who are not included in the definition of employee under the Act; and (3) other OIC

appointees appointed under the authority of other statutes, who are also not considered employees.

PL requires that to be eligible the applicant must be both an employee and be carrying out regular work (meaning their work is continuous with no fixed term). As such, this means that only persons captured under (1) above are eligible, and only if their OIC has no fixed end-date. Persons falling in (2) and (3) are ineligible because they are not included in the definition of employee. Persons with fixed-term OICs are ineligible because their work is not regular and continuous (and therefore they cannot meet the return of service requirement).

Most admin staff in the Premier's Office and staff of GCPE are therefore eligible as they are employees whose OIC has no fixed end date. s.22
s.22

Hope this helps. Happy to discuss.

SG

From: Parte, Maura PSA:EX
Sent: Friday, November 2, 2018 10:06 AM
To: Thomson, Drew PSA:EX; Gadsby, Sean C PSA:EX
Cc: Weltz, Angela D PSA:EX
Subject: RE: Pac Leaders Scholarships - OIC term appoints & eligibility

Hi Drew,

I think it would be helpful to clarify whether OIC appointees without a fixed term end date are eligible.

s.13

s.13

I expect

there will be others in the future.

I think Sean may have answered the question here as they are regular full-time employees with no fixed end date but I understand there is a specific exclusion for political staff.

Thanks all.

Maura

From: Thomson, Drew PSA:EX
Sent: Thursday, November 1, 2018 4:40 PM
To: Gadsby, Sean C PSA:EX; Parte, Maura PSA:EX
Cc: Weltz, Angela D PSA:EX
Subject: RE: Pac Leaders Scholarships - OIC term appoints & eligibility

Sean – Very helpful, as always.

Maura – Do you have anything you'd like to add? I have a limited window on this so keen to hear from you in the next couple of business days.

Thank you all. Drew

From: Gadsby, Sean C PSA:EX
Sent: Wednesday, October 31, 2018 9:30 AM
To: Thomson, Drew PSA:EX
Cc: Weltz, Angela D PSA:EX; Parte, Maura PSA:EX
Subject: RE: Pac Leaders Scholarships - OIC term appoints & eligibility

Hi Drew,

In my view, this person is not eligible for Pac Leaders as they do not meet the PL eligibility requirements. Under the headings "Who Can Apply" and "Applicant Eligibility" on the PL website, only persons who are a "regular full or part-time employee with a BC Public Service Employer" are eligible. An OIC appointee with a fixed end-date, such as s.22

s.22 does not meet this criteria as "regular" refers to employees whose employment is continuous with no fixed end-date. Further, I agree that appointees with fixed end-date OICs should be treated in the same manner as auxiliary and casual employees, who are also ineligible because their work is not regular and continuous and therefore they cannot fulfill the return of service requirement.

If there was a desire to make an exception for OIC appointees with fixed end-dates, it would have to be on the understanding that the appointee and her employer fully expect the appointee's OIC to be renewed when it expires (as otherwise, why even bother to apply to PL), and that the employee fully understands that if her OIC is not renewed she would have to repay at least a pro-rated portion of her PL Scholarship. This kind of exception should only be considered in rare cases, in my view, as it is contrary to the longstanding eligibility requirements for PL and may be difficult to administer.

s.13; s.22

Hope this helps. Happy to discuss.

SG

From: Weltz, Angela D PSA:EX
Sent: Tuesday, October 30, 2018 3:41 PM
To: Gadsby, Sean C PSA:EX

Cc: Forman, Ken PSA:EX

Subject: RE: Pac Leaders Scholarships - OIC term appoints & eligibility

For response pls.

a

From: Thomson, Drew PSA:EX

Sent: October 30, 2018 2:22 PM

To: Weltz, Angela D PSA:EX <Angela.Weltz@gov.bc.ca>; Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>

Subject: Pac Leaders Scholarships - OIC term appoints & eligibility

Good afternoon, colleagues: If you are not the right people to assist in this conversation, please refer me onwards.

s.13

If either of you have an interest in ensuring that OIC's in term appointments are eligible or can provide me with further context, I would appreciate being able to sit down and talk this through. Thoughts? Thanks. Drew

From: MyHR <myhr@gov.bc.ca>

Sent: Tuesday, October 30, 2018 10:54 AM

To: Kenny, Tara PSA:EX <Tara.Kenny@gov.bc.ca>

Subject: Question re: OIC Verification of Employment Status [Incident: 181024-001037]

Hello Tara,

s.13; s.22

Communication History

Staff Account Jill Norton via Email 10/30/2018 10:53

AM

Hello Tara,

Yes, s.13; s.22
s.13; s.22

Customer Tara Kenny via CSS Web 10/30/2018 10:48

AM

Hi Jill,

Thank you for your response. I have a few more questions. Did this person have to resign from the public service to take this OIC position? When the term is over in the OIC and if they choose not to renew their OIC appointment, do they become public service employees again?

Thank you - Tara

Staff Account Jill Norton via Email 10/29/2018 02:06

PM

Hello Tara,

All OIC Appointments are term limited. They are still considered regular employee's who have vacation and benefits but they do have a specific term end date on their employment. s.13; s.22

s.13; s.22 entered into PeopleSoft. This can be extended or it can be ended early.

Customer Tara Kenny via CSS Web 10/24/2018 03:39

PM

Hello. I am the Program Administrator for the Pacific Leaders Scholarships programs with the PSA. I am wanting to inquire on an individual's employment status, they work in a OIC position, and am needing to know if they are considered a permanent or a temporary employee. This information is needed to determine eligibility for the PL Scholarships program which closed September 30, 2018. More info is needed for EE

s.22

- Thank you. Tara Kenny

Parte, Maura PREM:EX

From: Natasha Tony s.22
Sent: November 28, 2018 6:03 PM
To: Parte, Maura PSA:EX
Subject: Signed contract Natasha Tony
Attachments: 2018_11_28 17-53-02.pdf; ATT00001.txt

Hello,
Appendix 1 to follow

Thank you,

Natasha

>
>
>

Parte, Maura PREM:EX

From: Phillips, Dawn-Lynn PSA:EX
Sent: November 28, 2018 1:35 PM
To: Parte, Maura PSA:EX
Subject: Writ Perriod

Hi Maura – some notes I have on the last Writ Period (2017) are –

Political staff in the Premier's Office and Ministers' Offices, including Chiefs of Staff, Ministerial Assistants, and Executive Assistants, are required to take leave without pay (LWOP) during an election. This policy is based on the principle that employees who are political advisors to ministers must not be on the public payroll while working in a provincial election campaign.

Administrative Coordinators and support staff in ministers' offices are not required to take a LWOP during an election. However, if they wish to participate in the election campaign, they must also take a LWOP.

- **A leave of absence without pay** during an election is required by all political staff including Chiefs of Staff, Ministerial Assistants and Executive Assistants. (So this would now be Senior Ministerial Assistants, Ministerial Assistants and Executive Assistants)
- The **LWOP policy** is based on the principle that employees who are political advisors to ministers must not be on the public payroll while working on a Provincial election campaign.
- **Leave dates** correspond to the date of the writ – April 11, 2017 up to and including General Voting day, May 9, 2017. Staff return from leave the following day on Wednesday, May 10, 2017.
- **Payout of Leave Banks:** Prior to your leave of absence without pay, you may request payout of certain time banks, including vacation carryover (Bill 66), and Executive Benefit Plan banked time (EBE).
- **Current Year Earned Vacation Payout:** Payout of current vacation is normally not permitted; however, for the purpose of leave without pay during an election period, earned current year vacation (2017) credits may be paid out.

Vacation credits are earned based on receiving 10 days pay at straight time rates in a month which includes statutory holidays. This means you are eligible to request vacation payout for credits earned and not yet taken for a maximum of three months entitlement (January to March 2017).

Note: If you are ill between January 1 and April 10, STIP benefits do not count towards the 10 days pay, unless you top up your sick leave using earned time banks. If you do top up your STIP, the top up portion (i.e., 25%) is counted towards the 10 days.

- **Payout Timing** – all time bank payouts must occur prior to the leave commencing, that is before April 11, 2017.
- **Payouts** will be processed on an off-cycle basis. They will not be added to a regular pay cheque.
- **Benefit coverage** – Extended Health, Dental, Group Life Insurance, BC Medical, and LTD coverage will continue as long as you receive pay for one day in a calendar month. If your leave will only be for the mandatory time

frame identified above there is no requirement to opt to maintain coverage as you will receive pay in April and May 2017.

Dawn-Lynn Phillips, HR Executive Support Services Advisor
Executive Talent Management
Talent Management Division | BC Public Service Agency
Suite 500, 1011 – 4th Avenue | Prince George BC | V2L 3H9 | Phone: 250.888.4570



Where ideas work

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: November 28, 2018 1:05 PM
To: s.22
Subject: Time to meet and contract

Hello Natasha,

I'm hoping we can set up a time for us to talk in advance of the workshops. I'm not sure what your week looks like with the Fed Convention - s.22

Also - could you please send in the signed page from the contract? We need to get it processed right away.

Thanks again,
Maura

Maura Parte
BC Public Service Agency
250-213-6377

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: November 27, 2018 4:59 PM
To: Geary, Vanessa PREM:EX
Subject: Employee Review
Attachments: Employee Performance Review Guide 2018.docx; Employee Self-Assessment Guide 2018.docx; Administrative Assistant Job Profile VCO May 30 2018.docx

Hi Vanessa,

Attached are two documents to support an employee probationary review. The first one is a Self-Assessment document that should be completed by the employee in advance of the meeting. The second document is to guide the review.

This is our first time using these documents so your feedback on the structure and content would be much appreciated so we can improve them if need be.

Also attached is the most recent job profile I have on file for the AA position in your office.

Thank you,
Maura

Maura Parte
BC Public Service Agency
250-213-6377

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: November 27, 2018 2:31 PM
To: Farmer, Susan PREM:EX
Subject: Latest iteration
Attachments: Administrative Assistant Job Profile Clerk 9 Correspondence Branch FINAL.docx

Maura Parte
BC Public Service Agency
250-213-6377

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: November 27, 2018 10:16 AM
To: Farmer, Susan PREM:EX
Subject: Draft job profile
Attachments: Administrative Assistant Job Profile Clerk 9 November 2018.docx

Please see attached, thank you

Maura Parte
BC Public Service Agency
250-213-6377

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: November 26, 2018 2:10 PM
To: Oreck, Mira PREM:EX
Subject: RE: training with MA's

Hi Mira,

We may be able to make this work on Wednesday, December 12 in the late morning/early afternoon. Would that work for your team? How much time are you seeking? EAs will be over Mon-Wed for training that week too. If that doesn't work perhaps we can look at covering off EAs that week and then we will have to secure a January date.

Maura

From: Oreck, Mira PREM:EX
Sent: Tuesday, October 30, 2018 5:14 PM
To: Parte, Maura PSA:EX; Hockin, Amber PREM:EX
Subject: training with MA's

Hi Maura and Amber,

I'm wondering if there are any scheduled dates coming up for training with MA's. My team would like go over a few things with MA's in terms of stakeholder engagement. On the positive side: there has been some great work happening that I'd like to highlight so it is replicated, and a few things to work on including their stakeholder lists and response times to community groups (which have really slowed down in recent months).

Please let me know if there is an existing time we can connect into.

Tx!

Mira Oreck, Director of Stakeholder Relations
Office of the Premier
#740 – 999 Canada Place
Vancouver, BC
604 839 1967

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: November 26, 2018 1:42 PM
To: Thomson, Drew PSA:EX
Subject: RE: Pac Leaders Elig & OIC Political Appointees

Hi Drew – I spoke with DL about this Friday and she will be getting back soon, she has a lot of projects on the go right now. I think connecting with her directly may work best. Please let me know if I can assist in any other way.

Thank you,
Maura

From: Thomson, Drew PSA:EX
Sent: Friday, November 23, 2018 12:58 PM
To: Parte, Maura PSA:EX
Subject: RE: Pac Leaders Elig & OIC Political Appointees

Thanks for the update. I appreciate the help.

s.22

From: Parte, Maura PSA:EX
Sent: Friday, November 23, 2018 11:25 AM
To: Thomson, Drew PSA:EX
Subject: RE: Pac Leaders Elig & OIC Political Appointees

s.22

I posed this question directly to DL. She was working to deadline yesterday so I expect to hear from her sometime today.

I will let you know as soon as I hear.

Maura

From: Thomson, Drew PSA:EX
Sent: Thursday, November 22, 2018 12:21 PM
To: Parte, Maura PSA:EX
Subject: RE: Pac Leaders Elig & OIC Political Appointees

Hello Maura –s.22

You are right, those other two options would be very difficult to incorporate practically speaking. What did Dawn say about Allan O'Neill's comment (below) that the "Job Function" code indicates if a person is a political appointee (with a 54 or 55)? Allan is sort of our PeopleSoft data guru so I would like to hear Dawn's thoughts on this.

Thanks!

From: Parte, Maura PSA:EX
Sent: Thursday, November 22, 2018 12:12 PM
To: Thomson, Drew PSA:EX
Subject: RE: Pac Leaders Elig & OIC Political Appointees

Hi Drew, I spoke with Dawn-Lynn about this yesterday and have been able to give it some thought.

She told me that CHIPS will identify an employee as an OIC appointee but it will not tell you whether they are political staff or regular public service employees. An item in the employee's file that distinguishes them is whether they have taken the Oath of Employment for political staff or for public servants. This would however require a program manager to make a further inquiry with HR to determine what Oath has been filed it would not be evident on CHIPS. So, in short, this would require them to inquire further each time it is an OIC appointee in Office of the Premier or in a Minister's Office.

The other identifying piece for political staff is whether their appointing OIC refers to Salary Range Regulation 152/2017. The Regulation exclusively covers political staff. So, for instance, if a person is an OIC appointee in the Premier's Office and if there OIC refers to this regulation they are definitely political staff. A copy of their appointing order should be filed in their employee file and their letter of offer (also filed in employee file) refers to the Salary Range Regulation.

I hope this is helpful. I am in my office all day tomorrow and Friday and can make myself available.

Thank you,
Maura

From: Thomson, Drew PSA:EX
Sent: Thursday, November 22, 2018 11:15 AM
To: Parte, Maura PSA:EX
Subject: RE: Pac Leaders Elig & OIC Political Appointees

Hi Maura ~ I have to make progress while I have some time. Okay if I reach out to Dawn-Lynn myself on this? Can you remind me of her last name?

Thanks^{s.22} Drew

s.22

On Nov 14, 2018, at 12:55 PM, Thomson, Drew PSA:EX <Drew.Thomson@gov.bc.ca> wrote:

Hello there – I don't want to lose the thread on this one, it's too easy for me to get drawn into other issues.... Were you able to get information from Dawn about how easy it is to view that Job Function code? If you've got other things going on, shall I reach out to her?

Thanks! Drew

From: Thomson, Drew PSA:EX
Sent: Tuesday, November 13, 2018 10:26 AM
To: Parte, Maura PSA:EX
Subject: RE: Pac Leaders Elig & OIC Political Appointees

Hi Maura – I hope you had a good weekend. I can save you one piece of work, or at least partially. I learned from Allan O'Neill that the "Job Function" code indicates if a person is a political appointee (indicated with a 54 or 55). What I don't know is how easy it is on CHIPS to see the Job Function code, would you be able to ask that question of Dawn?

Thank you. Drew

From: Parte, Maura PSA:EX
Sent: Tuesday, November 13, 2018 9:51 AM

To: Thomson, Drew PSA:EX
Cc: Gadsby, Sean C PSA:EX
Subject: RE: Pac Leaders Elig & OIC Political Appointees

Hi Drew,

I've noted my two follow-up items and will be back in touch likely by the end of day.

Thank you,
Maura

From: Thomson, Drew PSA:EX
Sent: Friday, November 9, 2018 8:50 AM
To: Parte, Maura PSA:EX
Cc: Gadsby, Sean C PSA:EX
Subject: Pac Leaders Elig & OIC Political Appointees

Hi Maura – Further to our conversation earlier this week regarding OIC and their eligibility for Pac Leaders:

- s.13; s.22

•

New topic Political Appointees: We also talked about OIC's who are political appointees and you let me know that yet another political appointee has been accepted into the Pac Leaders Loan Forgiveness program^{s.22}. We also discovered that the list of political appointee job titles listed in the Standards of Conduct for Political Appointees – which I had understood was comprehensive – is not. Clearly we have a problem screening out political appointees and need to address this. I have some levers I can apply such as changes to the application forms and updates to MyHR content, however, we need to find more effective ways to screen these folks out. To start exploring how, **you are going to:**

- Send me a link to the "salary range regulation" which I think you indicated lists the job titles of pol staffers?
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s.13

From: Gadsby, Sean C PSA:EX
Sent: Friday, November 2, 2018 11:39 AM
To: Parte, Maura PSA:EX; Thomson, Drew PSA:EX
Cc: Weltz, Angela D PSA:EX
Subject: RE: Pac Leaders Scholarships - OIC term appoints & eligibility

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Hope this helps. Happy to discuss.

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Cc: Weltz, Angela D PSA:EX
Subject: RE: Pac Leaders Scholarships - OIC term appoints & eligibility

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Hi Drew,

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s.13; s.22

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s.13; s.22

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For response pls.

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To: Kenny, Tara PSA:EX <Tara.Kenny@gov.bc.ca>
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Hello Tara,

Yes, s.13; s.22
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I hope this is helpful. I am in my office all day tomorrow and Friday and can make myself available.

Thank you,
Maura

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Sent: Thursday, November 22, 2018 11:15 AM
To: Parte, Maura PSA:EX
Subject: RE: Pac Leaders Elig & OIC Political Appointees

Hi Maura – I have to make progress while I have some time. Okay if I reach out to Dawn-Lynn myself on this? Can you remind me of her last name?

Thanks,^{s.22}

Drew

s.22

On Nov 14, 2018, at 12:55 PM, Thomson, Drew PSA:EX <Drew.Thomson@gov.bc.ca> wrote:

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Subject: RE: Pac Leaders Elig & OIC Political Appointees

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To: Thomson, Drew PSA:EX
Cc: Gadsby, Sean C PSA:EX
Subject: RE: Pac Leaders Elig & OIC Political Appointees

Hi Drew,

I've noted my two follow-up items and will be back in touch likely by the end of day.

Thank you,
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- s.13; s.22

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s.13

From: Gadsby, Sean C PSA:EX
Sent: Friday, November 2, 2018 11:39 AM
To: Parte, Maura PSA:EX; Thomson, Drew PSA:EX
Cc: Weltz, Angela D PSA:EX
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s.13

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Thanks all.

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Cc: Weltz, Angela D PSA:EX
Subject: RE: Pac Leaders Scholarships - OIC term appoints & eligibility

Sean – Very helpful, as always.

Maura – Do you have anything you'd like to add? I have a limited window on this so keen to hear from you in the next couple of business days.

Thank you all. Drew

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If there was a desire to make an exception for OIC appointees with fixed end-dates, it would have to be on the understanding that the appointee and her employer fully expect the appointee's OIC to be renewed when it expires (as otherwise, why even bother to apply to PL), and that the employee fully understands that if her OIC is not renewed she would have to repay at least a pro-rated portion of her PL Scholarship. This kind of exception should only be considered in rare cases, in my view, as it is contrary to the longstanding eligibility requirements for PL and may be difficult to administer.

s.13; s.22

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Sent: Tuesday, October 30, 2018 3:41 PM
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Cc: Forman, Ken PSA:EX
Subject: RE: Pac Leaders Scholarships - OIC term appoints & eligibility

For response pls.

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Sent: October 30, 2018 2:22 PM
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s.13

If either of you have an interest in ensuring that OIC's in term appointments are eligible or can provide me with further context, I would appreciate being able to sit down and talk this through. Thoughts? Thanks. Drew

From: MyHR <myhr@gov.bc.ca>
Sent: Tuesday, October 30, 2018 10:54 AM
To: Kenny, Tara PSA:EX <Tara.Kenny@gov.bc.ca>

Subject: Question re: OIC Verification of Employment Status [Incident: 181024-001037]

Hello Tara,

Yes, s.13; s.22
s.13; s.22

Communication History

Staff Account Jill Norton via Email 10/30/2018 10:53 AM

Hello Tara,

Yes, s.13; s.22
s.13; s.22

Customer Tara Kenny via CSS Web 10/30/2018 10:48 AM

Hi Jill,

Thank you for your response. I have a few more questions. Did this person have to resign from the public service to take this OIC position? When the term is over in the OIC and if they choose not to renew their OIC appointment, do they become public service employees again?

Thank you - Tara

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Hello Tara,

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Hello. I am the Program Administrator for the Pacific Leaders Scholarships programs with the PSA. I am wanting to inquire on an individual's employment status, they work in a OIC position, and am needing to know if they are considered a permanent or a temporary employee. This information is needed to determine eligibility for the PL Scholarships program

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Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: November 23, 2018 11:14 AM
To: Xia, Eveline ENV:EX
Subject: Letter
Attachments: Xia CRA Letter.docx

Please let me know if anything else is needed.

Maura Parte
BC Public Service Agency
250-213-6377

Parte, Maura PREM:EX

From: Thomson, Drew PSA:EX
Sent: November 22, 2018 12:21 PM
To: Parte, Maura PSA:EX
Subject: RE: Pac Leaders Elig & OIC Political Appointees

Hello Maura – s.22

You are right, those other two options would be very difficult to incorporate practically speaking. What did Dawn say about Allan O'Neill's comment (below) that the "Job Function" code indicates if a person is a political appointee (with a 54 or 55)? Allan is sort of our PeopleSoft data guru so I would like to hear Dawn's thoughts on this.

Thanks!

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Sent: Thursday, November 22, 2018 12:12 PM
To: Thomson, Drew PSA:EX
Subject: RE: Pac Leaders Elig & OIC Political Appointees

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She told me that CHIPS will identify an employee as an OIC appointee but it will not tell you whether they are political staff or regular public service employees. An item in the employee's file that distinguishes them is whether they have taken the Oath of Employment for political staff or for public servants. This would however require a program manager to make a further inquiry with HR to determine what Oath has been filed it would not be evident on CHIPS. So, in short, this would require them to inquire further each time it is an OIC appointee in Office of the Premier or in a Minister's Office.

The other identifying piece for political staff is whether their appointing OIC refers to Salary Range Regulation 152/2017. The Regulation exclusively covers political staff. So, for instance, if a person is an OIC appointee in the Premier's Office and if their OIC refers to this regulation they are definitely political staff. A copy of their appointing order should be filed in their employee file and their letter of offer (also filed in employee file) refers to the Salary Range Regulation.

I hope this is helpful. I am in my office all day tomorrow and Friday and can make myself available.

Thank you,
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- s.13; s.22

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Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: November 22, 2018 12:19 PM
To: 'Natasha Tony'
Subject: N Tony Contract for signature
Attachments: Scan_20181122.pdf

Hello Natasha,

As it turns out we can coordinate your signing by email.
Please review and sign on page 12 and initial Appendix 1.
When scanning and sending back you only need to send the pages requiring your signature.

If you have any questions please call me.

Thank you,
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Thank you all. Drew

From: Gadsby, Sean C PSA:EX
Sent: Wednesday, October 31, 2018 9:30 AM
To: Thomson, Drew PSA:EX
Cc: Weltz, Angela D PSA:EX; Parte, Maura PSA:EX
Subject: RE: Pac Leaders Scholarships - OIC term appoints & eligibility

Hi Drew,

In my view, this person is not eligible for Pac Leaders as they do not meet the PL eligibility requirements. Under the headings "Who Can Apply" and "Applicant Eligibility" on the PL website, only persons who are a "regular full or part-time employee with a BC Public Service Employer" are eligible. An OIC appointee with a fixed end-date, such as s.22

s.22 does not meet this criteria as "regular" refers to employees whose employment is continuous with no fixed end-date. Further, I agree that appointees with fixed end-date OICs should be treated in the same manner as auxiliary and casual employees, who are also ineligible because their work is not regular and continuous and therefore they cannot fulfill the return of service requirement.

If there was a desire to make an exception for OIC appointees with fixed end-dates, it would have to be on the understanding that the appointee and her employer fully expect the appointee's OIC to be renewed when it expires (as otherwise, why even bother to apply to PL), and that the employee fully understands that if her OIC is not renewed she would have to repay at least a pro-rated portion of her PL Scholarship. This kind of exception should only be considered in rare cases, in my view, as it is contrary to the longstanding eligibility requirements for PL and may be difficult to administer.

s.13; s.22

Hope this helps. Happy to discuss.

SG

From: Weltz, Angela D PSA:EX
Sent: Tuesday, October 30, 2018 3:41 PM
To: Gadsby, Sean C PSA:EX
Cc: Forman, Ken PSA:EX
Subject: RE: Pac Leaders Scholarships - OIC term appoints & eligibility

For response pls.

a

From: Thomson, Drew PSA:EX
Sent: October 30, 2018 2:22 PM
To: Weltz, Angela D PSA:EX <Angela.Weltz@gov.bc.ca>; Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: Pac Leaders Scholarships - OIC term appoints & eligibility

Good afternoon, colleagues: If you are not the right people to assist in this conversation, please refer me onwards.

s.13

If either of you have an interest in ensuring that OIC's in term appointments are eligible or can provide me with further context, I would appreciate being able to sit down and talk this through. Thoughts? Thanks. Drew

From: MyHR <myhr@gov.bc.ca>
Sent: Tuesday, October 30, 2018 10:54 AM
To: Kenny, Tara PSA:EX <Tara.Kenny@gov.bc.ca>
Subject: Question re: OIC Verification of Employment Status [Incident: 181024-001037]

Hello Tara,

Yes, s.13; s.22
s.13; s.22

Communication History

Staff Account Jill Norton via Email 10/30/2018 10:53 AM

Hello Tara,

Yes, s.13; s.22
s.13; s.22

Customer Tara Kenny via CSS Web 10/30/2018 10:48 AM

Hi Jill,

Thank you for your response. I have a few more questions. Did this person have to resign from the public service to take this OIC position? When the term is over in the OIC and if they choose not to renew their OIC appointment, do they become public service employees again?

Thank you - Tara

Staff Account Jill Norton via Email 10/29/2018 02:06 PM

Hello Tara,

All OIC Appointments are term limited. They are still considered regular employee's who have vacation and benefits but they do have a specific term end date on their employment. s.22

This can be extended or it can be ended early.

Customer Tara Kenny via CSS Web 10/24/2018 03:39 PM

Hello. I am the Program Administrator for the Pacific Leaders Scholarships programs with the PSA. I am wanting to inquire on an individual's employment status, they work in a OIC position, and am needing to know if they are considered a permanent or a temporary employee. This information is needed to determine eligibility for the PL Scholarships program which closed September 30, 20018. More info is needed for EE s.22

- Thank you. Tara Kenny

Parte, Maura PREM:EX

From: Geary, Vanessa PREM:EX
Sent: November 22, 2018 12:09 PM
To: Parte, Maura PSA:EX
Subject: N Tony Contract for signature
Attachments: Scan_20181122.pdf

Hi – attached is the contract for Natasha Tony. Please have her review and sign on page 12 and initial Appendix 1.
Please return to me asap.
Thanks Vanessa

Parte, Maura PREM:EX

From: Phillips, Dawn-Lynn PSA:EX
Sent: November 21, 2018 9:45 AM
To: Parte, Maura PSA:EX
Subject: FW: Revised spreadsheet
Attachments: Cost of Salary Adjustments PO and MO Nov 8 2018.xlsx

Dawn-Lynn Phillips, HR Executive Support Services Advisor
Executive Talent Management
Talent Management Division | BC Public Service Agency
Suite 500, 1011 – 4th Avenue | Prince George BC | V2L 3H9 | Phone: 250.888.4570



Where ideas work

From: Parte, Maura PSA:EX
Sent: Thursday, November 8, 2018 10:11 AM
To: Phillips, Dawn-Lynn PSA:EX
Subject: Revised spreadsheet

Good morning Dawn-Lynn,

As we discussed yesterday, the revised spreadsheet for the performance based increase is attached.

Thank you,
Maura

Maura Parte
BC Public Service Agency
250-213-6377

On Nov 14, 2018, at 12:55 PM, Thomson, Drew PSA:EX <Drew.Thomson@gov.bc.ca> wrote:

Hello there – I don't want to lose the thread on this one, it's too easy for me to get drawn into other issues.... Were you able to get information from Dawn about how easy it is to view that Job Function code? If you've got other things going on, shall I reach out to her?

Thanks! Drew

From: Thomson, Drew PSA:EX
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Subject: RE: Pac Leaders Elig & OIC Political Appointees

Hi Maura – I hope you had a good weekend. I can save you one piece of work, or at least partially. I learned from Allan O'Neill that the "Job Function" code indicates if a person is a political appointee (indicated with a 54 or 55). What I don't know is how easy it is on CHIPS to see the Job Function code, would you be able to ask that question of Dawn?

Thank you. Drew

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Sent: Tuesday, November 13, 2018 9:51 AM
To: Thomson, Drew PSA:EX
Cc: Gadsby, Sean C PSA:EX
Subject: RE: Pac Leaders Elig & OIC Political Appointees

Hi Drew,

I've noted my two follow-up items and will be back in touch likely by the end of day.

Thank you,
Maura

From: Thomson, Drew PSA:EX
Sent: Friday, November 9, 2018 8:50 AM
To: Parte, Maura PSA:EX
Cc: Gadsby, Sean C PSA:EX
Subject: Pac Leaders Elig & OIC Political Appointees

Hi Maura – Further to our conversation earlier this week regarding OIC and their eligibility for Pac Leaders:

- I have spoken to s.13; s.22
s.13; s.22

-

remind them of their responsibility to require the funds be repaid if employment ends.

New topic Political Appointees: We also talked about OIC's who are political appointees and you let me know that yet another political appointee has been accepted into the Pac Leaders Loan Forgiveness program s.13; s.22 We also discovered that the list of political appointee job titles listed in the Standards of Conduct for Political Appointees – which I had understood was comprehensive – is not. Clearly we have a problem screening out political appointees and need to address this. I have some levers I can apply such as changes to the application forms and updates to MyHR content, however, we need to find more effective ways to screen these folks out. To start exploring how, **you are going to**:

- Send me a link to the “salary range regulation” which I think you indicated lists the job titles of pol staffers?
- Contact Dawn to ask her if pol staffers are identified in CHIPS and if so, how

s.13

From: Gadsby, Sean C PSA:EX
Sent: Friday, November 2, 2018 11:39 AM
To: Parte, Maura PSA:EX; Thomson, Drew PSA:EX
Cc: Weltz, Angela D PSA:EX
Subject: RE: Pac Leaders Scholarships - OIC term appoints & eligibility

Hi. Apologies, but one correction to my email below. Technically, admin staff in the PO and staff of GCPE are appointed under s.15 of the Public Service Act and therefore are also not included in the definition of employee. But I understand from Drew that because those folks are working in regular and continuous jobs, and because they are not political staff, they are still eligible for PL. Just wanted to clarify.

SG

From: Gadsby, Sean C PSA:EX
Sent: Friday, November 2, 2018 10:44 AM
To: Parte, Maura PSA:EX; Thomson, Drew PSA:EX
Cc: Weltz, Angela D PSA:EX
Subject: RE: Pac Leaders Scholarships - OIC term appoints & eligibility

Hi. There are basically three categories of OIC at issue here: (1) persons appointed by OIC under the Public Service Act, such as administrative and other non-political staff in the Premier's Office, staff of GCPE, who are included in the definition of “employee” under the Act; (2) political staff appointed under section 15 of the Public Service Act, who are not

included in the definition of employee under the Act; and (3) other OIC appointees appointed under the authority of other statutes, who are also not considered employees.

PL requires that to be eligible the applicant must be both an employee and be carrying out regular work (meaning their work is continuous with no fixed term). As such, this means that only persons captured under (1) above are eligible, and only if their OIC has no fixed end-date. Persons falling in (2) and (3) are ineligible because they are not included in the definition of employee. Persons with fixed-term OICs are ineligible because their work is not regular and continuous (and therefore they cannot meet the return of service requirement).

Most admin staff in the Premier's Office and staff of GCPE are therefore eligible as they are employees whose OIC has no fixed end date.s.13; s.13; s.22

Hope this helps. Happy to discuss.

SG

From: Parte, Maura PSA:EX
Sent: Friday, November 2, 2018 10:06 AM
To: Thomson, Drew PSA:EX; Gadsby, Sean C PSA:EX
Cc: Weltz, Angela D PSA:EX
Subject: RE: Pac Leaders Scholarships - OIC term appoints & eligibility

Hi Drew,

I think it would be helpful to clarify whether OIC appointees without a fixed term end date are eligible.

s.13

s.13

I expect

there will be others in the future.

I think Sean may have answered the question here as they are regular full-time employees with no fixed end date but I understand there is a specific exclusion for political staff.

Thanks all.

Maura

From: Thomson, Drew PSA:EX
Sent: Thursday, November 1, 2018 4:40 PM
To: Gadsby, Sean C PSA:EX; Parte, Maura PSA:EX
Cc: Weltz, Angela D PSA:EX
Subject: RE: Pac Leaders Scholarships - OIC term appoints & eligibility

Sean – Very helpful, as always.

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s.13; s.22

Hope this helps. Happy to discuss.

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Sent: Tuesday, October 30, 2018 3:41 PM

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Cc: Forman, Ken PSA:EX
Subject: RE: Pac Leaders Scholarships - OIC term appoints & eligibility

For response pls.

a

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If either of you have an interest in ensuring that OIC's in term appointments are eligible or can provide me with further context, I would appreciate being able to sit down and talk this through. Thoughts? Thanks. Drew

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Sent: Tuesday, October 30, 2018 10:54 AM
To: Kenny, Tara PSA:EX <Tara.Kenny@gov.bc.ca>
Subject: Question re: OIC Verification of Employment Status [Incident: 181024-001037]

Hello Tara,

Yes, s.13; s.22
s.13; s.22

Communication History

Staff Account Jill Norton via Email 10/30/2018 10:53

AM

Hello Tara,

Yes, s.13; s.22
s.13; s.22

Customer Tara Kenny via CSS Web 10/30/2018 10:48

AM

Hi Jill,

Thank you for your response. I have a few more questions. Did this person have to resign from the public service to take this OIC position? When the term is over in the OIC and if they choose not to renew their OIC appointment, do they become public service employees again?

Thank you - Tara

Staff Account Jill Norton via Email 10/29/2018 02:06

PM

Hello Tara,

All OIC Appointments are term limited. They are still considered regular employee's who have vacation and benefits but they do have a specific term end date on their employment. s.22

s.22 entered into PeopleSoft. This can be extended or it can be ended early.

Customer Tara Kenny via CSS Web 10/24/2018 03:39

PM

Hello. I am the Program Administrator for the Pacific Leaders Scholarships programs with the PSA. I am wanting to inquire on an individual's employment status, they work in a OIC position, and am needing to know if they are considered a permanent or a temporary employee. This information is needed to determine eligibility for the PL Scholarships program which closed September 30, 20018. More info is needed for EE s.22

- Thank you. Tara Kenny

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: November 20, 2018 9:42 AM
To: Russell, Shannon CITZ:EX
Subject: DRAFT for RP
Attachments: s.13; s.22

Hi Shannon,

Attached is as.13; s.22

Thank you,
Maura

Maura Parte
BC Public Service Agency
250-213-6377

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: November 19, 2018 10:28 AM
To: Cooling, Karen LBR:EX
Subject: Division of Responsibilities
Attachments: AC and AA Division of Duties Template.docx

Maura Parte
BC Public Service Agency
250-213-6377

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: November 19, 2018 10:27 AM
To: Cooling, Karen LBR:EX
Subject: Documents
Attachments: Administrative Coordinator Job Profile Minister's Office June 2018.docx; Administrative Assistant IRR Job Profile Nov 2017 FINAL.docx

Maura Parte
BC Public Service Agency
250-213-6377

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: November 16, 2018 11:40 AM
To: Lowe, Kimberly PSA:EX
Cc: Christopher, David PSA:EX
Subject: Re: Facilitator's agenda - feedback workshop

Thank you Kimberly, I'll take a look and get back to you soon. I have a couple of late January dates I'm trying to secure so will be in touch about that next week.

Have a good weekend,
Maura

Maura Parte
BC Public Service Agency
250-213-6377

On Nov 16, 2018, at 11:12 AM, Lowe, Kimberly PSA:EX <Kimberly.Lowe@gov.bc.ca> wrote:

Good morning Maura!

David and I just spent some time digging into what we think a three hour workshop on feedback might look like. You'll see that some of the beginning items echo some of the material I covered previously – I think a refresher would be good for the folks who were there, and I know there will be some new faces, too. Throughout the time, we expect to talk about both supervision and providing feedback in other circumstances, such as upwards.

Let us know what questions you have, and if you'd like to get together and chat again.

Happy Friday!

Kimberly

Kimberly Lowe, Lead, Performance Management (formerly Kimberly Newton)
Integrated Talent Management | BC Public Service Agency
1st Floor, 810 Blanshard Street | Victoria, BC | V8W 2H2 | +1 (778) 698-7951
www.gov.bc.ca/myhr/contact | 250.952.6000 | Toll Free 1.877.277.0772

<Document1.docx>

Parte, Maura PREM:EX

From: Lowe, Kimberly PSA:EX
Sent: November 16, 2018 11:13 AM
To: Parte, Maura PSA:EX; Christopher; David PSA:EX
Subject: Facilitator's agenda - feedback workshop
Attachments: Document1.docx

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Page 089 of 164 to/à Page 090 of 164

Withheld pursuant to/removed as

s.13; s.22

Parte, Maura PREM:EX

From: Wade, Debbie PREM:EX
Sent: November 15, 2018 3:08 PM
To: Wright, Don J. PREM:EX; Parte, Maura PSA:EX
Subject: Conflict of Interest Letter
Attachments: Scan_20181115.pdf

Hi there;

For your information and files, please see attached letter from Amber Hockin to Geoff Meggs in regards to a conflict of Interest.

Thank you,

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
250-356-2785*

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: November 15, 2018 11:33 AM
To: Hockin, Amber PREM:EX
Subject: s.22
Attachments:

Page 093 of 164

Withheld pursuant to/removed as

s.14

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: November 15, 2018 8:19 AM
To: Russell, Shannon CITZ:EX
Subject: Fwd: Onboarding matrix for us to discuss
Attachments: OnBoarding Orientation and Training.docx; ATT00001.htm

Maura Parte
BC Public Service Agency
250-213-6377

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: November 14, 2018 3:57 PM
To: Thomson, Drew PSA:EX
Subject: Re: Pac Leaders Elig & OIC Political Appointees

s.22

On Nov 14, 2018, at 12:55 PM, Thomson, Drew PSA:EX <Drew.Thomson@gov.bc.ca> wrote:

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- s.13; s.22

•

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From: Gadsby, Sean C PSA:EX
Sent: Friday, November 2, 2018 11:39 AM
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Cc: Forman, Ken PSA:EX
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For response pls.

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Sent: Tuesday, October 30, 2018 10:54 AM

To: Kenny, Tara PSA:EX <Tara.Kenny@gov.bc.ca>

Subject: Question re: OIC Verification of Employment Status [Incident: 181024-001037]

Hello Tara,

Yes, s.13; s.22

s.13; s.22

Communication History

Staff Account Jill Norton via Email 10/30/2018 10:53 AM

Hello Tara,

Yes, s.13; s.22

s.13; s.22

Customer Tara Kenny via CSS Web 10/30/2018 10:48 AM

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s.22

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Sent: Tuesday, November 13, 2018 10:26 AM
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Subject: RE: Pac Leaders Elig & OIC Political Appointees

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To: Thomson, Drew PSA:EX
Cc: Gadsby, Sean C PSA:EX
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I've noted my two follow-up items and will be back in touch likely by the end of day.

Thank you,
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- s.13; s.22

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Cc: Forman, Ken PSA:EX
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For response pls.

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Subject: Question re: OIC Verification of Employment Status [Incident: 181024-001037]

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Communication History

Staff Account Jill Norton via Email 10/30/2018 10:53 AM

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Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: November 14, 2018 10:19 AM
To: Hay, Lorna JTT:EX
Subject: Fwd: s.22
Attachments: s.22

Parte, Maura PREM:EX

From: Zorn, Sandy PSA:EX
Sent: November 13, 2018 2:04 PM
To: Parte, Maura PSA:EX
Subject: RE: Parental Leave

Hi Maura,

For excluded employees, they receive the salary adjustment upon their return to work. This applies to both in-range movement and any increments.

Sandy Zorn, Director, Total Compensation

Total Compensation | BC Public Service Agency

1st Floor, 810 Blanshard Street | Victoria BC | V8W 9V1 | Office 778-698-7903

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

Phone: 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

From: Parte, Maura PSA:EX
Sent: Tuesday, November 13, 2018 11:17 AM
To: Zorn, Sandy PSA:EX
Subject: Parental Leave

Hi Sandy,

We have an employee who is eligible for the performance based in-range movement but she is currently on maternity/parental leave.

The anniversary of her employment and eligibility date for the adjustment is September 11, 2018 s.22 s.22

Can you please confirm the rules for applying the increase during the leave or will it take effect upon her return?

Thank you,
Maura

Maura Parte
BC Public Service Agency
250-213-6377

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Staff Account Jill Norton via Email 10/29/2018 02:06 PM

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All OIC Appointments are term limited. They are still considered regular employee's who have vacation and benefits but they do have a specific term end date on their employment. s.22

s.22 entered into PeopleSoft. This can be extended or it can be ended early.

Customer Tara Kenny via CSS Web 10/24/2018 03:39 PM

Hello. I am the Program Administrator for the Pacific Leaders Scholarships programs with the PSA. I am wanting to inquire on an individual's employment status, they work in a OIC position, and am needing to know if they are considered a permanent or a temporary employee. This information is needed to determine eligibility for the PL Scholarships program which closed September 30, 20018. More info is needed for EE s.22

- Thank you. Tara Kenny

Parte, Maura PREM:EX

From: Zorn, Sandy PSA:EX
Sent: November 13, 2018 9:59 AM
To: Parte, Maura PSA:EX
Subject: RE: Performance Based In-Range Movement

Thanks Maura. I'll follow up with PSEC and let you know if they need any further details.

Sandy Zorn, Director, Total Compensation
Total Compensation | BC Public Service Agency
1st Floor, 810 Blanshard Street | Victoria BC | V8W 9V1 | Office 778-698-7903
AskMyHR: www.gov.bc.ca/myhr/contact
Phone: 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

From: Parte, Maura PSA:EX
Sent: Tuesday, November 13, 2018 9:39 AM
To: Zorn, Sandy PSA:EX
Subject: RE: Performance Based In-Range Movement

Hi Sandy,

A performance based in-range increase of 2% has been approved by Chief of Staff to the Premier Geoff Meggs for all eligible staff in the Office of the Premier and Ministers' Offices.

The increase is being applied to eligible excluded employees in MS Bands 1-6 and MS Exec 1 and 2 per Salary Range Regulation 152/2017.

Last week we met with Senior Ministerial Assistants to inform them of the decision and to work with them to execute in each of their offices, including contacting their Ministry CFO to ensure available funds in the MO budget.

There is a spreadsheet detailing the budgetary impact of the decision for each of the offices. If PSEC requires that please let me know and I will send on.

Please let me know if there are further questions or anything else I can share to provide more clarity.

Thank you,
Maura

Salary Range Regulation 152/2017

(3) The salary payable to a person referred to in section 3 (4) may be adjusted annually on the anniversary date of the person's appointment if the following criteria are met:

- (a) a performance review has been completed;
- (b) the minister has not issued a declaration that an adjustment is unwarranted;
- (c) the maximum job rate for the job level or sub-level has not been reached or an exception has been approved by the Chief of Staff, Office of the Premier;
- (d) funds are available.

From: Zorn, Sandy PSA:EX
Sent: Thursday, November 8, 2018 3:01 PM
To: Parte, Maura PSA:EX
Subject: Performance Based In-Range Movement

Hi Maura,

Our branch has received a couple of questions today around performance based in-range movement for Minister's staff. PSEC has asked for information regarding these increases. Do you have any information that you could share that I could send to PSEC?

Thanks,
Sandy

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Where ideas work

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Where ideas work

Parte, Maura PREM:EX

From: Thomson, Drew PSA:EX
Sent: November 9, 2018 2:32 PM
To: Parte, Maura PSA:EX
Subject: RE: Political Staff - Possibly active in Pac Leaders

Thanks! They'll be informed that there are being removed from the program but are welcome to re-apply if they return to public service roles permanently.

From: Parte, Maura PSA:EX
Sent: Friday, November 9, 2018 1:21 PM
To: Thomson, Drew PSA:EX
Subject: Re: Political Staff - Possibly active in Pac Leaders

Hi Drew,

s.13; s.22

They were both previously in public service roles.

The rest on the list are not political staff.

Have a good long weekend,
Maura

On Nov 9, 2018, at 1:11 PM, Thomson, Drew PSA:EX <Drew.Thomson@gov.bc.ca> wrote:

Hi Maura – I am guessing you're away today so hope you had a great long weekend.

I am working with some data from the Pac Leaders Loan Forgiveness program where I found^{s.13;}
s.13; s.22

Would you be able to easily tell me if any of the rest of these folks I have identified as working in either the Office of the Premier or a Min's Office are pol staff? If this is not easy for you to do, just let me know and I'll find another way to approach this in the short term.

s.22

Thank you. Drew

Drew Thomson, Program Lead

Pacific Leaders, Oath of Employment and

Welcome to the BC Public Service Programs

The Learning Centre | BC Public Service Agency

4th Flr - 716 Courtney Street | Victoria, BC V8W 1C2 | 250.217.2745

AskMyHR Phone: 250.952.6000 | Toll Free 1.877.277.0772

<image001.jpg>

Parte, Maura PREM:EX

From: Thomson, Drew PSA:EX
Sent: November 9, 2018 1:12 PM
To: Parte, Maura PSA:EX
Subject: Political Staff - Possibly active in Pac Leaders

Hi Maura – I am guessing you're away today so hope you had a great long weekend.

I am working with some data from the Pac Leaders Loan Forgiveness program where I found^{s.13; s.22}
s.13; s.22

Would you be able to easily tell me if any of the rest of these folks I have identified as working in either the Office of the Premier or a Min's Office are pol staff? If this is not easy for you to do, just let me know and I'll find another way to approach this in the short term.

s.22

Thank you. Drew

Drew Thomson, Program Lead
Pacific Leaders, Oath of Employment and
Welcome to the BC Public Service Programs
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4th Flr - 716 Courtney Street | Victoria, BC V8W 1C2 | 250.217.2745
AskMyHR Phone: 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

Parte, Maura PREM:EX

From: Thomson, Drew PSA:EX
Sent: November 9, 2018 8:50 AM
To: Parte, Maura PSA:EX
Cc: Gadsby, Sean C PSA:EX
Subject: Pac Leaders Elig & OIC Political Appointees

Hi Maura – Further to our conversation earlier this week regarding OIC and their eligibility for Pac Leaders:

- s.13; s.22

•

New topic Political Appointees: We also talked about OIC's who are political appointees and you let me know that yet another political appointee has been accepted into the Pac Leaders Loan Forgiveness program^{s.22}

s.22 We also discovered that the list of political appointee job titles listed in the Standards of Conduct for Political Appointees – which I had understood was comprehensive – is not. Clearly we have a problem screening out political appointees and need to address this. I have some levers I can apply such as changes to the application forms and updates to MyHR content, however, we need to find more effective ways to screen these folks out. To start exploring how, **you are going to:**

- Send me a link to the "salary range regulation" which I think you indicated lists the job titles of pol staffers?
- Contact Dawn to ask her if pol staffers are identified in CHIPS and if so, how

s.13; s.22

s.13; s.22

Thanks and happy Friday! Drew

From: Gadsby, Sean C PSA:EX
Sent: Friday, November 2, 2018 11:39 AM
To: Parte, Maura PSA:EX; Thomson, Drew PSA:EX
Cc: Weltz, Angela D PSA:EX
Subject: RE: Pac Leaders Scholarships - OIC term appoints & eligibility

Hi. Apologies, but one correction to my email below. Technically, admin staff in the PO and staff of GCPE are appointed under s.15 of the Public Service Act and therefore are also not included in the definition of employee. But I understand from Drew that because those folks are working in regular and continuous jobs, and because they are not political staff, they are still eligible for PL. Just wanted to clarify.

SG

From: Gadsby, Sean C PSA:EX
Sent: Friday, November 2, 2018 10:44 AM
To: Parte, Maura PSA:EX; Thomson, Drew PSA:EX

Cc: Wertz, Angela D PSA:EX

Subject: RE: Pac Leaders Scholarships - OIC term appoints & eligibility

Hi. There are basically three categories of OIC at issue here: (1) persons appointed by OIC under the Public Service Act, such as administrative and other non-political staff in the Premier's Office, staff of GCPE, who are included in the definition of "employee" under the Act; (2) political staff appointed under section 15 of the Public Service Act, who are not included in the definition of employee under the Act; and (3) other OIC appointees appointed under the authority of other statutes, who are also not considered employees.

PL requires that to be eligible the applicant must be both an employee and be carrying out regular work (meaning their work is continuous with no fixed term). As such, this means that only persons captured under (1) above are eligible, and only if their OIC has no fixed end-date. Persons falling in (2) and (3) are ineligible because they are not included in the definition of employee. Persons with fixed-term OICs are ineligible because their work is not regular and continuous (and therefore they cannot meet the return of service requirement).

Most admin staff in the Premier's Office and staff of GCPE are therefore eligible as they are employees whose OIC has no fixed end date. s.13; s.22

Hope this helps. Happy to discuss.

SG

From: Parte, Maura PSA:EX

Sent: Friday, November 2, 2018 10:06 AM

To: Thomson, Drew PSA:EX; Gadsby, Sean C PSA:EX

Cc: Wertz, Angela D PSA:EX

Subject: RE: Pac Leaders Scholarships - OIC term appoints & eligibility

Hi Drew,

I think it would be helpful to clarify whether OIC appointees without a fixed term end date are eligible.

s.13

s.13 I expect there will be others in the future.

I think Sean may have answered the question here as they are regular full-time employees with no fixed end date but I understand there is a specific exclusion for political staff.

Thanks all.

Maura

From: Thomson, Drew PSA:EX

Sent: Thursday, November 1, 2018 4:40 PM

To: Gadsby, Sean C PSA:EX; Parte, Maura PSA:EX

Cc: Wertz, Angela D PSA:EX

Subject: RE: Pac Leaders Scholarships - OIC term appoints & eligibility

Sean – Very helpful, as always.

Maura – Do you have anything you'd like to add? I have a limited window on this so keen to hear from you in the next couple of business days.

Thank you all. Drew

From: Gadsby, Sean C PSA:EX
Sent: Wednesday, October 31, 2018 9:30 AM
To: Thomson, Drew PSA:EX
Cc: Weltz, Angela D PSA:EX; Parte, Maura PSA:EX
Subject: RE: Pac Leaders Scholarships - OIC term appoints & eligibility

Hi Drew,

In my view, this person is not eligible for Pac Leaders as they do not meet the PL eligibility requirements. Under the headings "Who Can Apply" and "Applicant Eligibility" on the PL website, only persons who are a "regular full or part-time employee with a BC Public Service Employer" are eligible. s.22

s.22 does not meet this criteria as "regular" refers to employees whose employment is continuous with no fixed end-date. Further, I agree that appointees with fixed end-date OICs should be treated in the same manner as auxiliary and casual employees, who are also ineligible because their work is not regular and continuous and therefore they cannot fulfill the return of service requirement.

If there was a desire to make an exception for OIC appointees with fixed end-dates, it would have to be on the understanding that the appointee and her employer fully expect the appointee's OIC to be renewed when it expires (as otherwise, why even bother to apply to PL), and that the employee fully understands that if her OIC is not renewed she would have to repay at least a pro-rated portion of her PL Scholarship. This kind of exception should only be considered in rare cases, in my view, as it is contrary to the longstanding eligibility requirements for PL and may be difficult to administer.

s.13; s.22

Hope this helps. Happy to discuss.

SG

From: Weltz, Angela D PSA:EX
Sent: Tuesday, October 30, 2018 3:41 PM
To: Gadsby, Sean C PSA:EX
Cc: Forman, Ken PSA:EX
Subject: RE: Pac Leaders Scholarships - OIC term appoints & eligibility

For response pls.

a

From: Thomson, Drew PSA:EX
Sent: October 30, 2018 2:22 PM
To: Weltz, Angela D PSA:EX <Angela.Weltz@gov.bc.ca>; Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: Pac Leaders Scholarships - OIC term appoints & eligibility

Good afternoon, colleagues: If you are not the right people to assist in this conversation, please refer me onwards.

s.13

If either of you have an interest in ensuring that OIC's in term appointments are eligible or can provide me with further context, I would appreciate being able to sit down and talk this through. Thoughts? Thanks. Drew

From: MyHR <myhr@gov.bc.ca>
Sent: Tuesday, October 30, 2018 10:54 AM
To: Kenny, Tara PSA:EX <Tara.Kenny@gov.bc.ca>
Subject: Question re: OIC Verification of Employment Status [Incident: 181024-001037]

Hello Tara,

Yes, s.13; s.22
s.13; s.22

Communication History

Staff Account Jill Norton via Email 10/30/2018 10:53 AM

Hello Tara,

Yes, s.13; s.22
s.13; s.22

Customer Tara Kenny via CSS Web 10/30/2018 10:48 AM

Hi Jill,

Thank you for your response. I have a few more questions. Did this person have to resign from the public service to take this OIC position? When the term is over in the OIC and if they choose not to renew their OIC appointment, do they become public service employees again?

Thank you - Tara

Staff Account Jill Norton via Email 10/29/2018 02:06 PM

Hello Tara,

All OIC Appointments are term limited. They are still considered regular employee's who have vacation and benefits but they do have a specific term end date on their employment. s.22
s.22 entered into PeopleSoft. This can be extended or it can be ended early.

Customer Tara Kenny via CSS Web 10/24/2018 03:39 PM

Hello. I am the Program Administrator for the Pacific Leaders Scholarships programs with the PSA. I am wanting to inquire on an individual's employment status, they work in a OIC position, and am needing to know if they are considered a permanent or a temporary employee. This information is needed to determine eligibility for the PL Scholarships program which closed September 30, 20018. More info is needed for EE ^{s.22}

· Thank you. Tara Kenny

Parte, Maura PREM:EX

From: Hockin, Amber PREM:EX
Sent: November 8, 2018 5:59 PM
To: Parte, Maura PSA:EX
Subject: Re: Draft job profile

This is great Maura and we can work next week on finding a writing test to use as well.

Amber Hockin
Deputy Chief of Staff
7785840867
Amber.hockin@gov.bc.ca
Sent from my iPhone

On Nov 8, 2018, at 5:32 PM, Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca> wrote:

Hi Amber,

Attached is a draft job profile to get the conversation started on what kind of support this position can provide.

s.13

We can also add skills assessment appropriate to the senior writing level required for the position.

Maura

Maura Parte
BC Public Service Agency
250-213-6377

<Job Profile Manager of Communications OOP Nov 8 2018 DRAFT.docx>

Parte, Maura PREM:EX

From: Geary, Vanessa PREM:EX
Sent: November 8, 2018 5:35 PM
To: Parte, Maura PSA:EX
Subject: RE: Training Requirements

Thank you.

From: Parte, Maura PSA:EX
Sent: Thursday, November 8, 2018 5:03 PM
To: Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>
Subject: Training Requirements

Hi Vanessa,

Following from our earlier assessment regarding service providers for employee training, I've included some points below to support my recommendation that we use facilitator Natasha Tony to develop curriculum and deliver training on equity and inclusion in the workplace.

In making the recommendation I reviewed the following learning resources and service providers in the government's Corporate Supply Arrangement list of vendors/suppliers for Learning and Development Services:

- Existing courses offered including the course curriculum for Building Respectful Workplaces offered by the PSA Learning Centre
- List of service providers that design and develop learning requirements
- List of service providers that facilitate learning and the development of content and material

Ms. Tony is providing a combination of services for our employee group that is not matched in a comprehensive way by the current service providers.

In particular I would note the following about Ms. Tony's services and specifically her approach to Building Inclusive Organizations (BIO) training:

- The combination of services includes designing and developing learning requirements from both the perspective of the employer and the employee group, developing the learning content and material, and facilitating the learning.
- Ms. Tony's approach to the work involved in building an inclusive organization was not matched in terms of its comprehensiveness and its attention to understanding the importance of equity and inclusion from both the individual and collective experience.
- Ms. Tony has expertise in using an equity lens in mediating interpersonal disputes that was not matched by other service providers.

Please let me know if you have any questions.

Maura

Maura Parte
BC Public Service Agency
250-213-6377

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: November 8, 2018 5:32 PM
To: Hockin, Amber PREM:EX
Subject: Draft job profile
Attachments: Job Profile Manager of Communications OOP Nov 8 2018 DRAFT.docx

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BC Public Service Agency
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Please let me know if you have any questions.

Maura

Maura Parte
BC Public Service Agency
250-213-6377

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Sent: November 8, 2018 3:01 PM
To: Parte, Maura PSA:EX
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Sandy

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Where ideas work

Parte, Maura PREM:EX

From: Phillips, Dawn-Lynn PSA:EX
Sent: November 8, 2018 2:36 PM
To: Parte, Maura PSA:EX
Subject: RE: Performance Increase while on leave

Hi Maura –

Basically, she would be eligible for it, but normally for management or Schedule A employees they do not see the applicable annual increment until they return to work. So, you can assess her to see if she would have been eligible for 2%, it would not take effect until she returns. The 2% is based on performance, it is not automatic. Does that make sense?

Let me know if you have further questions. Thank you.....dl

Dawn-Lynn Phillips, HR Executive Support Services Advisor
Executive Talent Management
Talent Management Division | BC Public Service Agency
Suite 500, 1011 – 4th Avenue | Prince George BC | V2L 3H9 | Phone: 250.888.4570



Where ideas work

From: Parte, Maura PSA:EX
Sent: Thursday, November 8, 2018 9:19 AM
To: Phillips, Dawn-Lynn PSA:EX
Subject: Performance Increase while on leave

Hi Dawn-Lynn,

I'm wondering how we apply the 2% increase to an employee who is on maternity/parental leave.

s.22

Thank you,
Maura

Maura Parte
BC Public Service Agency
250-213-6377

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: November 8, 2018 1:43 PM
To: LP Senior Ministerial Assistants
Cc: Hockin, Amber PREM:EX
Subject: Discrimination and Harassment Policies
Attachments: A.1.B_Standards_of_Conduct_Political_Staff.pdf; 2. Standards of Conduct – Political Ack..pdf; HR Policy 11.docx

To: All Senior Ministerial Assistants

Further to our recent meeting, please find attached policies with respect to discrimination and harassment, covering all political staff and administrative staff in Ministers' Offices and the Office of the Premier, this includes:

- Human Resources Policy 11: Discrimination and Harassment in the Workplace
- Standards of Conduct for Political Staff

As discussed, please review with your office team and in particular note the process for raising concerns or complaints.

Please reach out to Amber or myself if you have any questions or concerns.

Thank you,
Maura

- ***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 discrimination and 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, Deputy Chief of Staff Amber Hockin, or HR Manager Maura Parte. In the event that a staff member wants another option, they are directed to legal counsel Lisa Southern.***
- ***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.

Maura Parte
8C Public Service Agency
250-213-6377

Parte, Maura PREM:EX

From: Forman, Ken PSA:EX
Sent: November 8, 2018 11:35 AM
To: Parte, Maura PSA:EX
Subject: RE: MA appointments

Hi Maura, any communication would come from the Ministry of AG that introduced the Act.

Thanks

Ken Forman, Policy Team Lead

Policy, Innovation, and Engagement Division | BC Public Service Agency |
1st Floor 810 Blanshard St. | Victoria, BC | V8W 2H2 | 778 698-7885
MyHR Website <https://www2.gov.bc.ca/gov/content/careers-myhr> | 250.952.6000 | Toll Free 1.877.277.0772

From: Parte, Maura PSA:EX
Sent: Wednesday, November 7, 2018 3:54 PM
To: Forman, Ken PSA:EX
Subject: Re: MA appointments

Hi Ken,

I will add this to letters for new employees. I am wondering what is being done to communicate this to existing employees? Are their letters being amended?

Thank you,
Maura

Maura Parte
BC Public Service Agency
250-213-6377

On Nov 7, 2018, at 3:46 PM, Forman, Ken PSA:EX <Ken.Forman@gov.bc.ca> wrote:

Hi Maura, I'm not sure if you deal with MA appointments but if so I wanted to let you know that the language regarding the *Lobbyists Registration Act* applying to them should be in their appointment letters.

You are subject to the *Lobbyists Registration Act* which prohibits you from lobbying any public office holder for a period of two years after the date you cease to be a Ministerial Assistant.

This change is consistent with what is being included in letters for DMs and ADMs.

Let me know if you have any questions.

Thanks

Ken Forman, Policy Team Lead

Parte, Maura PREM:EX

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BC Public Service Agency
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Ken Forman, Policy Team Lead

Policy, Innovation, and Engagement Division | BC Public Service Agency |
1st Floor 810 Blanshard St | Victoria, BC | V8W 2H2 | 778 698-7885

MyHR Website <https://www2.gov.bc.ca/gov/content/careers-myhr> | 250.952.6000 | Toll Free 1.877.277.0772

Parte, Maura PREM:EX

From: Brewster, Kevin AEST:EX
Sent: November 6, 2018 3:03 PM
To: Parte, Maura PSA:EX
Cc: Porter, Donna A AEST:EX
Subject: FW: Secondment Agreement
Attachments: Scan_20181101.pdf

Hi Maura - my apologies for not getting back to you sooner.

s.13

KB

-----Original Message-----

From: Parte, Maura PSA:EX
Sent: Monday, November 5, 2018 3:06 PM
To: Brewster, Kevin AEST:EX
Subject: Secondment Agreement

Hello Kevin,

Attached is the agreement for the secondment of Ministerial Advisor Michael Eso.

Please let me know if there are any questions.

Thank you,
Maura

Maura Parte
BC Public Service Agency
250-213-6377

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: November 5, 2018 3:06 PM
To: Brewster, Kevin AEST:EX
Subject: Secondment Agreement
Attachments: Scan_20181101.pdf

Hello Kevin,

Attached is the agreement for the secondment of Ministerial Advisor Michael Eso.

Please let me know if there are any questions.

Thank you,
Maura

Maura Parte
BC Public Service Agency
250-213-6377

Page 145 of 164 to/à Page 148 of 164

Withheld pursuant to/removed as

s.13; s.14

Parte, Maura PREM:EX

Subject: HR Meeting for Senior MAs
Location: s.15 NOTE NEW MEETING TIME

Start: Tue 2018-11-06 4:30 PM
End: Tue 2018-11-06 5:00 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Parte, Maura PSA:EX
Required Attendees: Parte, Maura PSA:EX; LP Senior Ministerial Assistants
Optional Attendees: Frampton, Caelie ENV:EX; Smith, George AG:EX; Spilker, Robyn FIN:EX; Sanderson, Melissa EMPR:EX; MacDonald, Alex MMHA:EX; Lawson, Liam PSSG:EX; Newhook, Kelly TAC:EX; McColl, John-Michael JTT:EX; Singh, Jasmyn HLTH:EX; Papadopoulos, James TRAN:EX; Renneberg, Tim FLNR:EX; Harder, Derrick AG:EX; Ashbourne, Craig MAH:EX; Squance, Leah SDPR:EX; Gillezeau, Rob FIN:EX; Harrison, Veronica EDUC:EX; Godfrey, Sam AGRI:EX; Sas, Jonathan IRR:EX; Takkar, Nimmi PSSG:EX; Cooling, Karen LBR:EX; Gunn, Paula MCF:EX

Hello All: I've had to move this meeting to earlier in the week. Please try to attend as it's important information but if you can't please set aside 15 minutes to meet with me around this meeting time.

Thank you,
Maura

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: November 5, 2018 8:52 AM
To: Thomson, Drew PSA:EX
Subject: RE: Quick chat re OIC & PLS

Hi Drew, I have a 1:30-2pm meeting so won't be able to make it to you in time, unless we move to 2:15?
Thank you

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

From: Thomson, Drew PSA:EX
Sent: Friday, November 2, 2018 4:07 PM
To: Thomson, Drew PSA:EX; Parte, Maura PSA:EX
Subject: Quick chat re OIC & PLS
When: Monday, November 5, 2018 2:00 PM-2:30 PM (UTC-08:00) Pacific Time (US & Canada).
Where: Drew will pop over to 810 or vice versa

Hello there – Just wanted to follow up with you on this conversation we've been having before we consider it a wrap.

Thanks! << Message: RE: Pac Leaders Scholarships - OIC term appoints & eligibility >>

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: November 4, 2018 10:49 AM
To: Thomson, Drew PSA:EX
Subject: Accepted: Quick chat re OIC & PLS

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: November 2, 2018 10:56 AM
To: Loubert, Danny PREM:EX
Subject: RE: Moving expenses

Yes, I would assist on interpreting the policy and what is covered.
The MO staff – AC and AA should assist with processing their claim.
They are new and may not have done this before so they should work with MOSS – Cindy McKinstry's group, to ensure they are following government process.
Also – she will need to have a copy of her authorization letter (sent by me when she was hired) and a copy of her agreement to repay the assistance should she resign within 2 years.
Thank you,
Maura

From: Loubert, Danny PREM:EX
Sent: Friday, November 2, 2018 10:19 AM
To: Parte, Maura PSA:EX
Subject: FW: Moving expenses

Hi Maura,

I believe I recall that you handle this conversation with Staff as the Hiring manager?

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Sanderson, Melanie TRAN:EX
Sent: Friday, November 2, 2018 10:05 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>

s.22

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: November 2, 2018 10:06 AM
To: Thomson, Drew PSA:EX; Gadsby, Sean C PSA:EX
Cc: Weltz, Angela D PSA:EX
Subject: RE: Pac Leaders Scholarships - OIC term appoints & eligibility

Hi Drew,

I think it would be helpful to clarify whether OIC appointees without a fixed term end date are eligible.
s.13
s.13 I expect there will be others in the future.

I think Sean may have answered the question here as they are regular full-time employees with no fixed end date but I understand there is a specific exclusion for political staff.

Thanks all.

Maura

From: Thomson, Drew PSA:EX
Sent: Thursday, November 1, 2018 4:40 PM
To: Gadsby, Sean C PSA:EX; Parte, Maura PSA:EX
Cc: Weltz, Angela D PSA:EX
Subject: RE: Pac Leaders Scholarships - OIC term appoints & eligibility

Sean – Very helpful, as always.

Maura – Do you have anything you'd like to add? I have a limited window on this so keen to hear from you in the next couple of business days.

Thank you all. Drew

From: Gadsby, Sean C PSA:EX
Sent: Wednesday, October 31, 2018 9:30 AM
To: Thomson, Drew PSA:EX
Cc: Weltz, Angela D PSA:EX; Parte, Maura PSA:EX
Subject: RE: Pac Leaders Scholarships - OIC term appoints & eligibility

Hi Drew,

In my view, this person is not eligible for Pac Leaders as they do not meet the PL eligibility requirements. Under the headings "Who Can Apply" and "Applicant Eligibility" on the PL website, only persons who are a "regular full or part-time employee with a BC Public Service Employer" are eligible. s.22

s.22 does not meet this criteria as "regular" refers to employees whose employment is continuous with no fixed end-date. Further, I agree that appointees with fixed end-date OICs should be treated in the same manner as auxiliary and casual employees, who are also ineligible because their work is not regular and continuous and therefore they cannot fulfill the return of service requirement.

If there was a desire to make an exception for OIC appointees with fixed end-dates, it would have to be on the understanding that the appointee and her employer fully expect the appointee's OIC to be renewed when it expires (as otherwise, why even bother to apply to PL), and that the employee fully understands that if her OIC is not renewed she would have to repay at least a pro-rated portion of her PL Scholarship. This kind of exception should only be considered in rare cases, in my view, as it is contrary to the longstanding eligibility requirements for PL and may be difficult to administer.

s.13; s.22

Hope this helps. Happy to discuss.

SG

From: Weltz, Angela D PSA:EX
Sent: Tuesday, October 30, 2018 3:41 PM
To: Gadsby, Sean C PSA:EX
Cc: Forman, Ken PSA:EX
Subject: RE: Pac Leaders Scholarships - OIC term appoints & eligibility

For response pls.

a

From: Thomson, Drew PSA:EX
Sent: October 30, 2018 2:22 PM
To: Weltz, Angela D PSA:EX <Angela.Weltz@gov.bc.ca>; Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: Pac Leaders Scholarships - OIC term appoints & eligibility

Good afternoon, colleagues: If you are not the right people to assist in this conversation, please refer me onwards.

s.13

If either of you have an interest in ensuring that OIC's in term appointments are eligible or can provide me with further context, I would appreciate being able to sit down and talk this through. Thoughts? Thanks. Drew

From: MyHR <myhr@gov.bc.ca>
Sent: Tuesday, October 30, 2018 10:54 AM

To: Kenny, Tara PSA:EX <Tara.Kenny@gov.bc.ca>

Subject: Question re: OIC Verification of Employment Status [Incident: 181024-001037]

Hello Tara,

Yes, s.13; s.22

s.13; s.22

Communication History

Staff Account Jill Norton via Email 10/30/2018 10:53 AM

Hello Tara,

Yes, s.13; s.22

s.13; s.22

Customer Tara Kenny via CSS Web 10/30/2018 10:48 AM

Hi Jill,

Thank you for your response. I have a few more questions. Did this person have to resign from the public service to take this OIC position? When the term is over in the OIC and if they choose not to renew their OIC appointment, do they become public service employees again?

Thank you - Tara

Staff Account Jill Norton via Email 10/29/2018 02:06 PM

Hello Tara,

All OIC Appointments are term limited. They are still considered regular employee's who have vacation and benefits but they do have a specific term end date on their employment. s.22

s.22 entered into PeopleSoft. This can be extended or it can be ended early.

Customer Tara Kenny via CSS Web 10/24/2018 03:39 PM

Hello. I am the Program Administrator for the Pacific Leaders Scholarships programs with the PSA. I am wanting to inquire on an individual's employment status, they work in a OIC position, and am needing to know if they are considered a permanent or a temporary employee. This information is needed to determine eligibility for the PL Scholarships program which closed September 30, 20018. More info is needed for EE s.22

- Thank you. Tara Kenny

Parte, Maura PREM:EX

From: Thomson, Drew PSA:EX
Sent: November 1, 2018 4:40 PM
To: Gadsby, Sean C PSA:EX; Parte, Maura PSA:EX
Cc: Wetz, Angela D PSA:EX
Subject: RE: Pac Leaders Scholarships - OIC term appoints & eligibility

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Sent: October 30, 2018 2:22 PM
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s.13; s.22

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s.13; s.22

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Parte, Maura PREM:EX

Subject: HR Meeting for Senior MAS
Location: s.15 NOTE NEW MEETING TIME

Start: Tue 2018-11-06 4:30 PM
End: Tue 2018-11-06 5:00 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Parte, Maura PSA:EX
Required Attendees: Parte, Maura PSA:EX; LP Senior Ministerial Assistants
Optional Attendees: Frampton, Caelie ENV:EX; Smith, George AG:EX; Spilker, Robyn FIN:EX; Sanderson, Melissa EMPR:EX; MacDonald, Alex MMHA:EX; Lawson, Liam PSSG:EX; Newhook, Kelly TAC:EX; McColl, John-Michael JTT:EX; Singh, Jasmyn HLTH:EX; Papadopoulos, James TRAN:EX; Renneberg, Tim FLNR:EX; Harder, Derrick AG:EX; Ashbourne, Craig MAH:EX; Squance, Leah SDPR:EX; Gillezeau, Rob FIN:EX; Harrison, Veronica EDUC:EX; Godfrey, Sam AGRI:EX; Sas, Jonathan IRR:EX; Takkar, Nimmi PSSG:EX; Cooling, Karen LBR:EX; Gunn, Paula MCF:EX

Hello All: I've had to move this meeting to earlier in the week. Please try to attend as it's important information but if you can't please set aside 15 minutes to meet with me around this meeting time.

Thank you,
Maura

Parte, Maura PREM:EX

From: Lowe, Kimberly PSA:EX
Sent: November 1, 2018 11:47 AM
To: Parte, Maura PSA:EX
Subject: RE: Coaching conversations

On a more long term basis – improving the supervisor's comfort with difficult convo's, managing a respectful workplace, etc., I would most highly recommend coaching. For more just-in-time support, have you seen these?

<https://www2.gov.bc.ca/gov/content/careers-myhr/all-employees/working-with-others/promote-respect/communicate-for-success>

<https://www2.gov.bc.ca/gov/content/careers-myhr/managers-supervisors/employee-labour-relations/relationships-with-employees>

I would also suggest the People Leader Advice Line:

People Leader Advice Line

This service is for a manager, supervisor, union representative, HR or occupational health and safety specialist, who needs just-in-time advice on how to address a difficult workplace situation or conversation.

You might call the People Leader Advice Line if you are:

- **Planning to have a difficult or sensitive conversation with an employee**
- Dealing with an employee who is showing possible signs of mental illness, addiction or unusual behaviour
- Dealing with reports of workplace harassment or bullying
- Dealing with a critical incident in the workplace for example, violence, accident or sudden death
- Supporting an employee who is dealing with a family difficulty or other personal issue
- Feeling unsure of how to handle an intra-office conflict among employees or handle a disgruntled employee

The People Leader Advice Line is a telephone-based service available free of charge and is completely confidential. Speak immediately with a Morneau Shepell experienced clinical professional regarding workplace situations that could benefit from short-term professional, third-party perspective and advice.

The People Leader Advice Line is not intended to serve employees in general; employees should be in a managerial or supervisory position to access this service. Through Morneau Shepell, non-supervisory employees can access other services, such as short-term counselling for advice. The Agency also offers conflict management services.

To access the People Leader Advice Line, call Morneau Shepell directly at 1 800 655-5004, select Option 2, and request a "People Leader Consultation."

From: Parte, Maura PSA:EX
Sent: Thursday, November 1, 2018 11:40 AM
To: Lowe, Kimberly PSA:EX
Subject: RE: Coaching conversations

There are specific issues but she's seeking to keep it to general expectations.

Thank you!

From: Lowe, Kimberly PSA:EX
Sent: Thursday, November 1, 2018 11:39 AM
To: Parte, Maura PSA:EX
Subject: RE: Coaching conversations

Hi Maura!

Are you looking for something more general – "let's talk about what a respectful environment looks like", or more for a supervisor who needs to address an issue?

Kimberly

From: Parte, Maura PSA:EX
Sent: Thursday, November 1, 2018 11:37 AM
To: Lowe, Kimberly PSA:EX
Subject: Coaching conversations

Hi Kim, do you know of any resources to support supervisors having conversations with employees re: respectful workplace behaviour. It's to assist with having the conversation.

I looked online but couldn't find anything.

Thank you, Maura

Maura Parte
BC Public Service Agency
250-213-6377

Parte, Maura PREM:EX

From: Lowe, Kimberly PSA:EX
Sent: November 1, 2018 11:39 AM
To: Parte, Maura PSA:EX
Subject: RE: Coaching conversations

Hi Maura!

Are you looking for something more general – “let’s talk about what a respectful environment looks like”, or more for a supervisor who needs to address an issue?

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Thank you, Maura

Maura Parte
BC Public Service Agency
250-213-6377