

**PROTECTED
Employee Information**

April 30, 2012

Jonathan Ward
499 McLeod Street, Unit #2
Ottawa ON K1R 5P9

Subject: Staffing Process Number: 2012-DUS-IP-ACIN-59604
Position Title: Head, Electronic Communication
Position Number: 25106
Group and Level: IS-05
Language Requirements: Bilingual Imperative CBC/CBC
Branch: Information Branch
Location: Gatineau QC

Dear Mr. Ward:

On behalf of Industry Canada, I am pleased to offer you an acting appointment from May 7, 2012 to December 28, 2012 to the above-noted position. Notwithstanding the foregoing, your appointment may be for a shorter period depending on operational requirements.

The salary range for this group and level is from \$81 771 to \$88 214 per year. Your salary will be determined in accordance with the *Public Service Policy and Directives on Terms and Conditions of Employment*.

This position requires proficiency in the use of both English and French at the CBC/CBC level. Since you meet this requirement, you are entitled to the bilingualism bonus of \$800 per year.

This appointment is subject to recourse. The *Public Service Employment Act* provides the right to make a complaint with the Public Service Staffing Tribunal (PSST) to any person in the area of selection who participated in the appointment process. Should a complaint be received, the PSST will inform you.

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Terms and conditions of employment of most employees in the public service are determined in large part by the provisions of collective agreements. Most collective agreements require the employer to deduct the amount of membership dues levied by the bargaining agent from the monthly pay of employees in the bargaining unit concerned. However, most collective agreements contain a provision exempting an employee from paying union dues on grounds of conscience (i.e.: where an employee is a member of a religious organisation whose doctrine prevents him or her, as a matter of conscience from making financial contributions to an employee organisation). In these circumstances, exemption is contingent on the employee making contributions in an equivalent amount to a charitable organization.

I would like to bring to your attention that employees of the public service of Canada are required to observe the *Values and Ethics Code for the Public Service*. This *Code* is a key policy for the management of human resources and is part of your conditions of employment. Please find enclosed a copy of the *Code*. By accepting this offer you certify that you have received a copy of the *Code*. The *Code* may also be viewed at the following website:
http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TB_851/vec-cve_e.asp

A condition of employment is the requirement to take the oath/solemn affirmation. It will be administered before the end of the first day of your appointment. Please note that your appointment may not take effect before the date on which you take the oath/solemn affirmation. Please attach the ORIGINAL form with your signed copy of the letter of offer.

If, after having read the *Code*, you feel you may be in a real, perceived or potential conflict of interest, you must complete the attached *Treasury Board TB330-40B – Confidential Report* within 60 days. A designated official will rule on the conflict situation and advise you accordingly. The report can be obtained from your Human Resources Advisor or at the following website: <http://www.tbs-sct.gc.ca/tou/dwnld/dis-eng.pdf>.

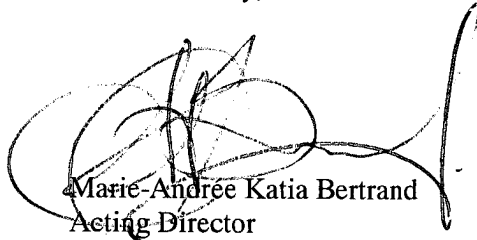
Should you have workplace accommodation needs, please inform your manager prior to your appointment date or as soon as possible.

This position requires a reliability level. Our records indicate that you meet this condition of employment. In addition, you have a responsibility to maintain your reliability level.

Please confirm your acceptance or refusal of this offer by returning a signed copy of the letter to Thérèse St-Arnaud, Human Resources Coordinator, 50 Victoria Street, Place du Portage, Phase 1, 4th Floor, Room 408-E, Gatineau QC, K1A 0C9.

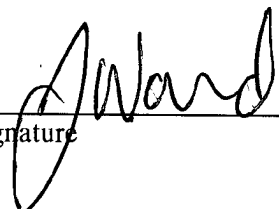
Should you have any questions concerning this offer, please contact Patrick Migneault, Human Resources Advisor, at 819-994-2946.

Yours sincerely,

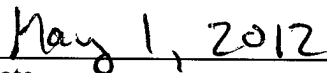

Marie-Andrée Katia Bertrand
Acting Director
Information Branch

☒ I accept this offer and related terms and conditions of employment, including annex.

☐ I reject this offer.



Signature



Date

Attachment
Annex

c.c. Sonia Proulx, Pay Specialist, 613-941-2860