

Rasmussen, Shauna

From: Kasper, Karin
Sent: June 27, 2022 2:43 PM
To: Nesbitt, Gloria
Subject: RE: s. 22 - Relocation Expense

Hi Gloria – he has noted the reason as for Operational training. Was this travel for his training classes or was it for when he moved to Victoria? Thanks!

Karin Kasper
Senior Manager, Human Resources
British Columbia Ferry Services Inc.
500-1321 Blanshard Street, Victoria, BC V8W 0B7
T: 250-978-1161 **C:** ss. 15, 19 **F:** 250-978-1225
Karin.kasper@bcferries.com
bcferries.com | Facebook | Twitter

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From: Nesbitt, Gloria
Sent: Monday, June 27, 2022 2:41 PM
To: Kasper, Karin
Subject: s. 22 - Relocation Expense

Hi Karin,

Do you process the relocation expenses for employees?

I have attached an expense claim and receipts from s. 22 who relocated to Victoria, to become employed by BCF as a s. 22 in Swartz Bay.

Thank you!

Gloria Nesbitt
Employee Relations Coordinator
Swartz Bay Terminal & Southern Gulf Islands
British Columbia Ferry Services Inc.
T: 250-655-6004 **F:** 250-655-5817
Gloria.nesbitt@bcferries.com
bcferries.com

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February 23, 2022

s. 22

PRIVATE AND CONFIDENTIAL

Dear s. 22

RE: OFFER OF EMPLOYMENT – SHIPBOARD MANAGEMENT POSITION

It gives me considerable pleasure to extend to you a formal offer of exempt employment with British Columbia Ferry Services Inc. as s. 22

In this position you will report to me and be located in Swartz Bay. Your start date is to be determined.

Your responsibilities will be assigned from time to time and more specifically your Key Result Areas shall generally include:

- Leadership of people;
- Championing the Company's Safety mandate;
- Management of the deck department;
- Managing staffing, employee development, and performance management;
- Managing financial, operational, and customer performance;
- Administration and communications; and
- Personal characteristics/expectations.

Our MISSION 'To connect communities and customers to people and places important in their lives'.

Our VISION 'To be trusted and valued' ... by our customers, stakeholders and employees'.

This means we strive to provide a travel experience our customer's value.

Our VALUES

Safe
Safety is our highest value.

Caring
We operate from a position of kindness and empathy for those who travel and work with us.

Honest

We conduct business with integrity, honesty and accountability.

Collaborative

We collaborate with others to enhance the customer experience.

Respectful

Respect is paramount in all interactions and relationships with others.

Sustainable

Our environmental, social and economic impact is central to our business decisions.

In consideration of these requirements and expectations, the following terms and conditions of employment are hereby provided:

1. Base Salary

- Your salary will be based on \$115,000.00 per annum, inclusive of a July 2022 increase, and thereafter you will generally be eligible for further reviews on the Company's annual review date. An annual salary is intended to be compensatory and offset incidental work time as well as time off for personal affairs.
- Within British Columbia Ferry Services Inc. salary adjustments are based on both personal achievement and Company performance.
- The first one hundred twenty (120) days employment in your new position will be considered a 'probationary period' during which your suitability for employment will be reviewed. If your employment in this position is not satisfactory by BC Ferries, you retain the right to return to the Bargaining Unit position within 120 working days from your start date.

2. Relocation Assistance

- Under the Relocation and Transfer Policy, you would be eligible for the following:
 - A total relocation allowance not to exceed \$5000.00 to be used for any of the following CCRA identified and sanctioned relocation expenses:
 - Temporary accommodation while you search for a permanent home for a maximum of three months.
 - Costs associated with travel required to search for a home in your new work location;
 - Travelling expenses from old residence to new residence (automobile expenses, meals, and accommodation);
 - Transportation and storage costs for household effects (packing, hauling, in transit storage and insurance);
 - Cost of selling the old residence (advertising, notary or legal fees, real estate commissions and mortgage penalty when the mortgage is paid off before maturity; and
 - Cost of purchasing a new residence (legal fees, taxes paid for the transfer or registration of title).
 - Please note that expenses associated with your relocation allowance will be reimbursed to you upon the completion of a relocation expense report, and submission of original receipts for each expensed item.
 - If you do not relocate, you will be eligible for reimbursement of living expenses of up to \$1,000/month upon submission of receipts.
- All benefits provided under the relocation policy are conditional on employees maintaining their employment with the Company and not voluntarily terminating their employment for a period of thirty-six (36) months. An employee who voluntarily terminates prior to the completion of thirty-six

(36) months shall be required to reimburse the Company for benefits under the relocation policy on a pro-rata basis.

3. Vacation

- Your current vacation entitlement will remain unchanged and thereafter entitlement is in accordance with the British Columbia Ferry Services Inc. Vacation Policy.
- BC Ferries' vacation year is April 1 to March 31.
- Please be advised that under the company's revised vacation policy, any unused vacation may be paid out each year or banked subject to a (15) week cap under the policy.

4. 'In Lieu' Time

- Time worked by shipboard management staff that is considered outside of or in excess of incidental time worked is referred to as 'in lieu' time when it is for specific reasons. In lieu time is recorded and approved on a monthly basis and is normally taken as time off prior to the end of the fiscal year. Time that can not be scheduled off is paid out at the end of each fiscal year.

5. Time Banks/Vacation Credits

The following guidelines apply to 'time banks' for shipboard management positions:

- The hourly 'time bank'* of a bargaining unit employee accepting a shipboard management position shall be transferred in full and re-calculated at the new salary rate of the employee.
- The portion of an employee's time bank in excess of fifteen (15) weeks is then converted to a 'dollar amount' and frozen at the higher rate. The employee may subsequently draw it down through lump sum payout or salary continuance prior to retirement.
- The portion of an employee's time bank less than fifteen (15) weeks continues to be in hours at the employee's current salary rate and can be drawn down and replenished to a maximum of fifteen (15) weeks through banking of unused vacation.
- The employee may have the dollar amount of their time bank paid out at anytime as a lump sum payment or may take it as salary continuance immediately prior to retirement.
- 'Unused vacation' time may be paid out each year or banked subject to the fifteen (15) week maximum.
- Please note that given the significant benefit the recalculation has to the individual, an employee must remain in the excluded position for a minimum of one (1) year to 'vest' the time in excess of fifteen (15) weeks at the higher 'dollar amount'.
- An employee who leaves the company within one (1) year or returns to the bargaining unit at any time shall have the dollar value of the bank re-set at the lower previous rate.

* *time bank includes accrued time plus vacation bank*

6. Health & Welfare Plan

- Effective your start date, you are eligible to participate in the following exempt benefit plans:
 - Extended Health
 - Dental
 - Health Spending Account
 - Basic Life / AD&D Insurance
 - Group Life Insurance (Important: Please see attached acknowledgement form)
 - Long Term Disability (LTD)
 - Business Travel Accident Insurance
- For more information with respect to your benefits, please refer to the BCF intranet site at https://inside.bcferries.com/Departments/Human_Resources.

7. Retirement Pension Plan

- You will continue to participate in the company's defined benefit pension plan (Public Service Pension Plan), which is jointly funded by the Company and the employee.
- For more details, please visit the Public Service Pension Plan website at <https://pspp.pensionsbc.ca>.

8. Security

- In the event of termination for other than 'just cause', you will receive 3 weeks/year of service of severance at your base salary up to a maximum of fifty-two (52) weeks.

9. Confidentiality Agreement

- The finalization of this offer is contingent upon your satisfactory execution of the Company Confidentiality Agreement and Code of Business Conduct and Ethics Acknowledgement Form.

Please sign two copies of this document and the attached Confidentiality Agreement and the Code of Business Conduct and Ethics Acknowledgement Form as indicated, and return one copy of each document to me within five days of receipt.

In closing Mohit, on behalf of British Columbia Ferry Services Inc., I wish you a continued long and successful career with our exciting and vibrant company.

Again, congratulations!

Yours truly,
BRITISH COLUMBIA FERRY SERVICES INC.

s. 22

Capt. Hardeep Grewal
Marine Superintendent, South Coast & Southern Islands

cc: Personnel File
Exempt Payroll

I hereby agree to the foregoing terms and conditions of employment as noted above.

s. 22

MARCH 02, 2022
Date



Code of Business Conduct and Ethics Acknowledgement Form

*I acknowledge that I have read and understand BC Ferries' Code of Business Conduct and Ethics.
I further acknowledge that I have read and understand the consequences for breach of the Code of
Business Conduct and Ethics.*

s. 22 _____

Signature

s. 22 _____

Print Name

MARCH 02, 2022

Date

CONFIDENTIALITY AGREEMENT

TO: **EMPLOYEE** ("you", "your" or the "employee")

In consideration of \$1.00 paid by British Columbia Ferry Services Inc. (British Columbia Ferry Services Inc. and its subsidiaries being hereinafter referred to as "BC Ferries" or the "Company") to you, and other good and valuable consideration, the receipt and sufficiency of which you hereby acknowledge, you and BC Ferries agree as follows:

1. During the course of your employment with British Columbia Ferry Services Inc., you will learn and receive confidential information (the "Confidential Information") which, if improperly used or disclosed, could hurt the business and prospects of the Company.
2. Confidential Information includes anything respecting the Company or its operations which is not known to the general public; this includes the Company's trade secrets, ideas, marketing concepts, documents, designs, plans, drawings, techniques, know-how, inventions, discoveries, copyrights, methods, forecasts, processes, research, development, internal communications, contracts, memos, reports, revenues, expenses, or anything else concerning the organization, business, employees, customers, suppliers, quantity and composition of goods or services purchased, costs and prices of products or services, price lists and finances of BC Ferries, or of third parties with whom the Company deals.
3. During the course of your employment, you will not divulge Confidential Information except internally, on a "need to know" basis and externally, as directed by your supervisor. After your employment with the Company ends for any reason, you will not disclose any Confidential Information to anyone except with the Company's prior written approval. You agree to return any Confidential Information (whether in original version or copies) to the Company on its demand. You agree not to copy or disclose any price lists, contracts, memos, reports, presentations, corporate records, customer lists, financial records, logo samples, and any other such Confidential Information except as specifically directed by your supervisor.
4. You agree not to access or use Confidential Information for any purpose other than carrying out your proper duties for the Company. You agree not to access or use Confidential Information for your own personal benefit or advantage, including (but not limited to) accessing or using Confidential Information for the purpose of negotiating or discussing your remuneration or benefits with the Company.
5. You understand and agree that if you breach this agreement, it will create a review of your employment status.
6. Respecting trademarks, patents, discoveries, inventions, copyrights, know-how, and any improvements to them (the "Intellectual Property") which may come about during your employment with the Company, you agree that the Company owns all Intellectual Property and you agree to sign any document which the Company deems desirable for protecting the Company's Intellectual Property rights.
7. You agree to uphold the obligations set out in the foregoing paragraphs of this agreement and you also agree that it will be reasonable for the Company to, and you consent and authorize the Company to, enforce its rights by way of injunction in the event of any actual or threatened violation of the terms of this agreement.

Please sign below to indicate you have read and understand and agree to the terms of this agreement.

BRITISH COLUMBIA FERRY SERVICES INC.

s. 22

Per:

Jody Drope
Vice President, People & Culture

I have read this agreement and agree to be bound by its terms, this 02 day of March, 2022.

s. 22

(Please print name)

s. 22

(Signature)

Rasmussen, Shauna

From: Kasper, Karin
Sent: June 09, 2023 11:11 AM
To: Dobrinsky, Dean
Subject: FW: [UPDATED] External Exempt to Exempt: Proposed Offer - s. 22
(2 out of the 3 positions) - s. 22
Attachments: Excluded Appt Letter s. 22 Oct 2022 - updated.doc

Karin Kasper
Director, Corporate People Services
People & Culture
British Columbia Ferry Services Inc.
500-1321 Blanshard Street, Victoria, BC V8W 0B7
T: 250-978-1161 **C:** ss. 15, 19 **F:** 250-978-1225
Karin.kasper@bcferries.com
bcferries.com | Facebook | Twitter

BC Ferries acknowledges and respects the territories of Indigenous peoples on whose beautiful lands and waters our ships, offices, terminals, and work sites operate along the Pacific West Coast.

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From: Kasper, Karin <Karin.Kasper@bcferries.com>
Sent: October 27, 2022 4:09 PM
To: Huang, Sandy <Sandy.Huang@bcferries.com>
Subject: Re: [UPDATED] External Exempt to Exempt: Proposed Offer - s. 22 (2 out of the 3 positions) - s. 22

Approved.

Sent from my iPhone

On Oct 27, 2022, at 2:50 PM, Huang, Sandy wrote:

Hello Karin,

Sorry for sending you so many emails while you are trying to take a break.

I just spoke to Tyler Thompson. He would like to offer s. 22 a slightly higher salary: \$77,000 (instead of \$75,500), with a \$5,000 moving/transiting allowance (she lives in s. 22 now). Start date: December 5th.

Attached is a updated offer letter.

Thank you.

Sandy

From: Huang, Sandy

Sent: October 27, 2022 11:49 AM

To: Kasper, Karl

Subject: External Exempt to Exempt: Proposed Offer - s. 22 (2 out of the 3 positions) s. 22

Hello Karl,

Tyler and Eric would like to offer the Project Coordinator, Terminal Construction roles to s. 22

Background summary:

1. s. 22
- 2.

Proposed offer:

Project Coordinator, Terminal Construction (grade level 12, \$82,500 control point)

Proposed salary:

\$75,500 (92% compa)

4 weeks vacation

Sandy

YuTang (Sandy) Huang MBA (She/Her)

Recruitment Advisor

Corporate Human Resources

British Columbia Ferry Services Inc.

500-1321 Blanshard Street, Victoria, BC, V8W 0B7

T: 250-978-1107 **C:** ss. 15, 19

sandy.huang@bcferries.com

bcferries.com | [Facebook](#) | [Twitter](#)

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Rasmussen, Shauna

From: Mathews, Sarah
Sent: June 13, 2023 4:14 PM
To: Kasper, Karin
Subject: FW: [EXTERNAL] s. 22 - Relocation assistance

From: Fischer, Matthew <Matthew.Fischer@bcferries.com>
Sent: December 20, 2022 7:46 AM
To: Mathews, Sarah <Sarah.Mathews@bcferries.com>
Cc: Kasper, Karin <Karin.Kasper@bcferries.com>
Subject: RE: [EXTERNAL] s. 22 - Relocation assistance

Hey Sarah,

Karin Kasper may have more info regarding the specific policies who I have CC'd

Relocation expenses are generally submitted to the local ER office for first review and then to Karin for final approval and processing.

Cheers,

Matthew Fischer (He/Him)
Recruitment Advisor, Mainland
British Columbia Ferry Services Inc.
C: ss. 15, 19
Matthew.fischer@bcferries.com
bcferries.com

From: Mathews, Sarah <Sarah.Mathews@bcferries.com>
Sent: December 19, 2022 9:45 AM
To: Fischer, Matthew <Matthew.Fischer@bcferries.com>
Subject: RE: [EXTERNAL] s. 22 - Relocation assistance

Thanks Matthew - I've done a quick search of the G Drive and the intranet and can't find either the Relocation and Transfer Policy or a relocation expense report. Do you happen to know where I can locate these? Also wondering who these go to for approval - is it directly to Accounts Payable or is it through our office?

Sarah

From: Fischer, Matthew <Matthew.Fischer@bcferries.com>
Sent: December 18, 2022 10:51 AM
To: Mathews, Sarah <Sarah.Mathews@bcferries.com>
Subject: RE: [EXTERNAL] s. 22 - Relocation assistance

Hi Sarah,

The information we provide is outlined in their offer letters. Attached is what was provided for s. 22

Cheers,

Matthew Fischer (He/Him)
Recruitment Advisor, Mainland
British Columbia Ferry Services Inc.
C: 604 230-0639
Matthew.fischer@bcferries.com
bcferries.com

From: Mathews, Sarah <Sarah.Mathews@bcferries.com>
Sent: December 16, 2022 4:06 PM
To: Fischer, Matthew <Matthew.Fischer@bcferries.com>
Subject: FW: [EXTERNAL] s. 22 - Relocation assistance

Hi Matthew – do we provide anything to employees at the time of hire outlining relocation reimbursement entitlements as part of the offer package?

Sarah

From: s. 22
Sent: December 16, 2022 3:59 PM
To: Mathews, Sarah <Sarah.Mathews@bcferries.com>
Subject: [EXTERNAL] s. 22 - Relocation assistance

CAUTION: This email originated from outside of BC Ferries. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Sarah, Hello

This is s. 22, newly hired s. 22 at TSA, employer number s. 22

I have some questions regarding the relocation allowance. I would be very grateful if you could clarify or forward my message to a person in whose jurisdictions these questions are.

1. What is the procedure for submitting the expenses?
2. Should I fill up any special forms?
3. Can I include the following:
 - My flight ticket to Canada
 - My wife's and children's flight tickets to Canada (They arrived before me)
 - Rent cost of temporary accommodation
 - Rent cost of a rented car, while I'm searching for a new car in Canada

Many thanks in advance for your help.

Sincerely,

s. 22

Rasmussen, Shauna

From: Mathews, Sarah
Sent: June 13, 2023 4:13 PM
To: Kasper, Karin
Subject: FW: Relocation assistance
Attachments: s. 22 - Tsawwassen - Nov 2022.pdf

From: Mathews, Sarah
Sent: January 04, 2023 12:36 PM
To: Kasper, Karin <Karin.Kasper@bcferries.com>
Subject: Relocation assistance

Hi Karin and Happy New Year! Hope you were able to get some good quality down time with family and friends. I am having a hard time locating the Relocation and Transfer Policy and was also wondering if there is a specific form that employees complete to submit those expenses (the offer letter references a relocation expense report that I also can't find!)

Based on the offer letter, I don't see costs associated with a partner/children to be included and wanted to validate whether we only reimburse for the employee's specific expenses and not family expenses that are distinct/severable from the employee's expenses?

Thank you so much,

Sarah

From: Fischer, Matthew
Sent: December 18, 2022 10:51 AM
To: Mathews, Sarah
Subject: RE: [EXTERNAL] s. 22 - Relocation assistance

Hi Sarah,

The information we provide is outlined in their offer letters. Attached is what was provided for s. 22

Cheers,

Matthew Fischer (He/Him)
Recruitment Advisor, Mainland
British Columbia Ferry Services Inc.
C: ss. 15, 19
Matthew.fischer@bcferries.com
bcferries.com

From: Mathews, Sarah <Sarah.Mathews@bcferries.com>
Sent: December 16, 2022 4:06 PM

To: Fischer, Matthew <Matthew.Fischer@bcferries.com>
Subject: FW: [EXTERNAL] s. 22 - Relocation assistance

Hi Matthew – do we provide anything to employees at the time of hire outlining relocation reimbursement entitlements as part of the offer package?

Sarah

From: s. 22
Sent: December 16, 2022 3:59 PM
To: Mathews, Sarah <Sarah.Mathews@bcferries.com>
Subject: [EXTERNAL] s. 22 - Relocation assistance

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Dear Sarah, Hello

This is s. 22, newly hired s. 22 at TSA, employer number s. 22

I have some questions regarding the relocation allowance. I would be very grateful if you could clarify or forward my message to a person in whose jurisdictions these questions are.

1. What is the procedure for submitting the expenses?
2. Should I fill up any special forms?
3. Can I include the following:
 - My flight ticket to Canada
 - My wife's and children's flight tickets to Canada (They arrived before me)
 - Rent cost of temporary accommodation
 - Rent cost of a rented car, while I'm searching for a new car in Canada

Many thanks in advance for your help.

Sincerely,

s. 22



British Columbia Ferry Services Inc.
Corporate Human Resources
Suite 500 – 1321 Blanshard Street
Victoria, BC V8W 0B7

Tel (250) 978-1187
Fax (250) 978-1225

www.bcferrries.com

Oct 19, 2022

s. 22

PRIVATE AND CONFIDENTIAL

Dear s. 22

RE: REGULAR APPOINTMENT – s. 22 – Tsawwassen

It gives me considerable pleasure to extend to you a formal offer of employment with British Columbia Ferry Services Inc. as a s. 22 in Tsawwassen.

In this position you will report to me and be located in Tsawwassen. Your start date is November 15, 2022 and you will start on the Spirit of Vancouver Island. Once you receive your full Transport Canada endorsement, your duties will be reviewed as per operational demand.

As a condition of employment, you must present your valid Transport Canada license to your local ER office immediately upon receipt to be eligible to fulfill your offered position.

Our MISSION 'To connect communities and customers to people and places important in their lives'.

Our VISION 'To be trusted and valued'... by our customers, stakeholders and employees'.

This means we strive to provide a travel experience our customer's value.

Our VALUES

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Safety is our highest value.

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Honest

We conduct business with integrity, honesty and accountability.

Collaborative

We collaborate with others to enhance the customer experience.

Respectful

Respect is paramount in all interactions and relationships with others.

Sustainable

Our environmental, social and economic impact is central to our business decisions.

Code of Conduct

All employees are expected to understand and comply with the Company's Code of Conduct & Treatment of Employees in the Workplace policy. Both of these touchstone policies set out and emphasize the importance the company places on honesty, integrity, respect, diversity and inclusion. A summary of the terms and conditions of your employment is outlined below.

1. Date of Commencement

- Your appointment start date is November 15, 2022 and your pay and seniority will accumulate from this date. Your official point of assembly is Tsawwassen.

2. Compensation

- The current monthly rate of pay is \$6,993.00 paid semi-monthly. This is paid on or around the 14th and last day of each month via direct deposit transfer into your bank account.

3. Probationary Period

- Your employment is subject to successful completion of training and orientation and a probationary period of 120 working days, during which your performance will be monitored and evaluated against expected performance standards. Probationary Period
- Once you successfully pass your 120 working days probationary period, will be entitled to a \$5,000 payment.
- At the completion of one year of service (a year from Date of Commencement), you will be entitled to an additional \$5,000 if you remain in good standing.
- Payments will be processed through payroll and are a taxable benefit.

4. Union Membership and Dues

- You are required to join the Union within 30 days, as your employment forms part of the bargaining unit of the BC Ferry & Marine Workers' Union (BCFMWU), and union dues are automatically deducted from your wages.
- As a member of the BCFMWU it is your responsibility to be familiar with the terms, conditions and expectations of your position as outlined in the Collective Agreement.
- You are entitled to meet with your local union representative should you so desire.

5. Ferry Pass

After 7 days of employment, you will receive a BC Ferries' Ferry Travel Pass, which provides you with unlimited travel on all routes (car and driver or foot passenger) while employed with BC Ferries. The pass is considered a privilege provided to employees that facilitates a strong and vital bond between the company and the employee. Eligibility is at the sole discretion of the company and contingent on satisfying ongoing conditions, including providing a current telephone number and email contact.

6. Benefits Package

- Effective your first day of work with BCF, you are eligible to participate in the following benefit plans:
 - Public Service Pension
 - Group Life/AD&D

- Following three months of employment you will be eligible to apply for a BCF Travel Pass for eligible family members.
- Following six months of employment you will be eligible for the following benefits:
 - Extended Health Plan
 - Dental Plan
 - Long Term Disability (LTD)

7. Vacation

- Effective your start date, you are eligible for three (3) weeks' vacation and thereafter entitlement is in accordance with the British Columbia Ferry Services Inc. Vacation Policy.
- Your vacation entitlement for this year will be based on your regular vacation entitlement, pro-rated to reflect your start date.
- BC Ferries' vacation year is January 1 to December 31.

8. Change of Address and Contact Telephone Number

- You are responsible for notifying the Company of any change in your address and contact telephone number by completing the changes in Employee Self Serve or by submission of the appropriate change request form.

9. Relocation Assistance

- Under the Relocation and Transfer Policy, you would be eligible for the following:
 - A total relocation allowance not to exceed \$7,500 to be used for any of the following CCRA identified and sanctioned relocation expenses:
 - Temporary accommodation while you search for a permanent home for a maximum of three months.
 - Costs associated with travel required to search for a home in your new work location;
 - Travelling expenses from old residence to new residence (automobile expenses, meals, and accommodation);
 - Transportation and storage costs for household effects (packing, hauling, in transit storage and insurance);
- Please note that expenses associated with your relocation allowance will be reimbursed to you upon the completion of a relocation expense report, and submission of original receipts for each expensed item.
- All benefits provided under the relocation policy are conditional on employees maintaining their employment with the Company and not voluntarily terminating their employment for a period of thirty-six (36) months. An employee who voluntarily terminates prior to the completion of thirty-six (36) months shall be required to reimburse the Company for benefits under the relocation policy on a pro-rata basis.

As per Article 10.06 (h) of the Collective Agreement: "an employee who is offered and accepts a posted position shall not be eligible to accept another posted position for a period of six (6) months from the date of acceptance, unless the position is a promotion, career development position, or otherwise by mutual agreement of the Company and the Union.

Please indicate your acceptance of this appointment by signing two copies of this document and returning one copy to our office within five (5) days of receipt.

We wish you every success in your employment with BC Ferries.

Yours truly,
BRITISH COLUMBIA FERRY SERVICES INC.

s. 22

Captain Hardeep Grewal
Director, Fleet Operations

cc: Personnel File
ER/HR Director

I hereby agree to the foregoing terms and conditions of employment as noted above.

s. 22

21-Oct-2022

Date

From: [Philbrook, Kierra](#)
To: [Nesbitt, Gloria](#)
Cc: [Mathew, Amala](#)
Subject: RE: s. 22 Offer Letter
Date: January 17, 2023 10:29:13 AM

All good – he sent to me. He is looking for his relocation bonus and I have provided him with instructions.

Kierra Philbrook
Program Manager, Cadet and Marine Education Program
British Columbia Ferry Services Inc.
1321 Blanshard St., Victoria , BC, V8W 0B6
T: 250-978-1301 **C:** ss. 15, 19
kierra.philbrook@bcferries.com
[bcferries.com](#) | [Facebook](#) | [Twitter](#)

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From: Nesbitt, Gloria <Gloria.Nesbitt@bcferries.com>
Sent: January 17, 2023 10:28 AM
To: Philbrook, Kierra <Kierra.Philbrook@bcferries.com>
Cc: Mathew, Amala <Amala.Mathew@bcferries.com>
Subject: RE: s. 22 Offer Letter

Adding in Amala 😊

Gloria Nesbitt
Advisor, People Experience
Swartz Bay Terminal & Southern Gulf Islands
British Columbia Ferry Services Inc.
T: 250-655-6004 **F:** 250-655-5817
Gloria.nesbitt@bcferries.com
[bcferries.com](#)

From: Philbrook, Kierra <Kierra.Philbrook@bcferries.com>
Sent: Monday, January 16, 2023 2:31 PM
To: Nesbitt, Gloria <Gloria.Nesbitt@bcferries.com>
Subject: s. 22 Offer Letter

Hi Gloria,

Do you have a copy of s. 22 offer for his new position? I see the data entry was done by you so if it is the recruitment team that drafted the letter let me know and I will switch attention to them.

Thank you,

Kierra Philbrook
Program Manager, Cadet and Marine Education Program

British Columbia Ferry Services Inc.

1321 Blanshard St., Victoria , BC, V8W 0B6

T: 250-978-1301 **C:** ss. 15, 19

kierra.philbrook@bcferries.com

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Rasmussen, Shauna

From: Kasper, Karin
Sent: June 09, 2023 11:13 AM
To: Dobrinsky, Dean
Subject: FW: Relocation Expense Approval
Attachments: Offer Letter - s. 22 Alert Bay.doc
Importance: High

Karin Kasper
Director, Corporate People Services
People & Culture
British Columbia Ferry Services Inc.
500-1321 Blanshard Street, Victoria, BC V8W 0B7
T: 250-978-1161 **C:** ss. 15, 19 **F:** 250-978-1225
Karin.kasper@bcferries.com
bcferries.com | Facebook | Twitter

BC Ferries acknowledges and respects the territories of Indigenous peoples on whose beautiful lands and waters our ships, offices, terminals, and work sites operate along the Pacific West Coast.

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From: Thompson, Sarah <Sarah.Thompson@bcferries.com>
Sent: March 06, 2023 10:18 AM
To: Kasper, Karin <Karin.Kasper@bcferries.com>
Subject: Relocation Expense Approval
Importance: High

Hi Karin,

Please find attached offer letter for s. 22 being hired March 17 for s. 22

I'd like to request \$12,500 in relocation expenses as he is moving from s. 22. This is same amount previously approved for s. 22 who relocated from s. 22.

Thank you,

Sarah Thompson
Recruitment Advisor
British Columbia Ferry Services Inc.
C: ss. 15, 19
bcferries.com | Facebook | Twitter

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March 6, 2023

s. 22

PRIVATE AND CONFIDENTIAL

Dear s. 22

RE: REGULAR APPOINTMENT - s. 22

We are pleased to offer you a Regular Appointment as a s. 22 with British Columbia Ferry Services Inc. (BC Ferries).

Our MISSION 'To connect communities and customers to people and places important in their lives'.

Our VISION 'To be trusted and valued'... by our customers, stakeholders and employees'.

This means we strive to provide a travel experience our customer's value.

Our VALUES

Safe

Safety is our highest value.

Caring

We operate from a position of kindness and empathy for those who travel and work with us.

Honest

We conduct business with integrity, honesty and accountability.

Collaborative

We collaborate with others to enhance the customer experience.

Respectful

Respect is paramount in all interactions and relationships with others.

Sustainable

Our environmental, social and economic impact is central to our business decisions.

Code of Conduct

All employees are expected to understand and comply with the Company's Code of Conduct & Treatment of Employees in the Workplace policy. Both of these touchstone policies set out and emphasize the importance the company places on honesty, integrity, respect, diversity and inclusion. A summary of the terms and conditions of your employment is outlined below.

1. Date of Commencement

- Your appointment start date is March 17, 2023, and your pay and seniority will accumulate from this date. Your official point of assembly is Nanaimo.

2. Compensation

- The current monthly rate of pay is \$7,950.00 paid semi-monthly. This is paid on or around the 14th and last day of each month via direct deposit transfer into your bank account.

3. Probationary Period

- Your employment is subject to successful completion of training and orientation and a probationary period of 120 working days, during which your performance will be monitored and evaluated against expected performance standards. Once you successfully pass your 120 working days probationary period, will be entitled to a \$5,000 payment.
- At the completion of one year of service (a year from Date of Commencement), you will be entitled to an additional \$5,000 if you remain in good standing.
- As per Article 10.06 (h) of the Collective Agreement: "an employee who is offered and accepts a posted position shall not be eligible to accept another posted position for a period of six (6) months from the date of acceptance, unless the position is a promotion, career development position, or otherwise by mutual agreement of the Company and the Union.

4. Union Membership and Dues

- You are required to join the Union within 30 days, as your employment forms part of the bargaining unit of the BC Ferry & Marine Workers' Union (BCFMWU), and union dues are automatically deducted from your wages.
- As a member of the BCFMWU it is your responsibility to be familiar with the terms, conditions and expectations of your position as outlined in the Collective Agreement.
- You are entitled to meet with your local union representative should you so desire.

5. Ferry Pass

- After 7 days of employment, you will receive a BC Ferries' Ferry Travel Pass, which provides you with unlimited travel on all routes (car and driver or foot passenger) while employed with BC Ferries.
- The pass is considered a privilege provided to employees that facilitates a strong and vital bond between the company and the employee. Eligibility is at the sole discretion of the company and contingent on satisfying ongoing conditions, including providing a current telephone number and email contact.

6. Benefits Package

- Effective your first day of work with BCF, you are eligible to participate in the following benefit plans:
 - Public Service Pension
 - Group Life/AD&D
- Following three months of employment you will be eligible to apply for a BCF Travel Pass for eligible family members.
- Following six months of employment you will be eligible for the following benefits:
 - Extended Health Plan
 - Dental Plan
 - Long Term Disability (LTD)

7. Vacation

- Effective your start date, you are eligible for three (3) weeks' vacation and thereafter entitlement is in accordance with the British Columbia Ferry Services Inc. Vacation Policy.
- Your vacation entitlement for this year will be based on your regular vacation entitlement, pro-rated to reflect your start date.
- BC Ferries' vacation year is January 1 to December 31.

8. Change of Address and Contact Telephone Number

- You are responsible for notifying the Company of any change in your address and contact telephone number by completing the changes in Employee Self Serve or by submission of the appropriate change request form.

9. Relocation Assistance

Under the Relocation and Transfer Policy, you would be eligible for the following:

- a. A total relocation allowance not to exceed \$12,500 to be used for any of the following CCRA identified and sanctioned relocation expenses:
 - i. Temporary accommodation while you search for a permanent home for a maximum of three months.
 - ii. Costs associated with travel required to search for a home in your new work location;
 - iii. Travelling expenses from old residence to new residence (automobile expenses, meals, and accommodation);
 - iv. Transportation and storage costs for household effects (packing, hauling, in transit storage and insurance);

Please note that expenses associated with your relocation allowance will be reimbursed to you upon the completion of a relocation expense report, and submission of original receipts for each expensed item.

All benefits provided under the relocation policy are conditional on employees maintaining their employment with the Company and not voluntarily terminating their employment for a period of thirty-six (36) months. An employee who voluntarily terminates prior to the completion of thirty-six (36) months shall be required to reimburse the Company for benefits under the relocation policy on a pro-rata basis.

Please indicate your acceptance of this appointment by signing two copies of this document and returning one copy to our office within five (5) days of receipt.

We wish you every success in your employment with BC Ferries.

Yours truly,
BRITISH COLUMBIA FERRY SERVICES INC.

s. 22

Captain Claudiu Raduta
Marine Superintendent

cc: Personnel File
ER/HR Director

I hereby agree to the foregoing terms and conditions of employment as noted above.

s. 22

DATE