

PERSONNEL REQUISITION - RENEWAL

Line of Business: Hydro Churchill Falls Oil and Gas
 Nalcor Lower Churchill Project Bull Arm
 Employment Type: Employee Contractor
 Requisition Type: New Hire Extension

Position to be filled:	Construction Manager - MF Generation	
Date Prepared:	20-Jun-2016	Position Type:
Proposed Effective Date:	1-Jun-2016	<input type="checkbox"/> Permanent <input type="checkbox"/> Term <input type="checkbox"/> Temporary
Proposed End Date:	31-Dec-2017	<input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Contractor <input type="checkbox"/> n/a
Employee Name:	Peter Tsekouras	Is this a New Position? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Division:	Lower Churchill Project	Former Employee Has
Department:	Muskrat Falls Generation	<input type="checkbox"/> Resigned <input type="checkbox"/> Transferred <input type="checkbox"/> Retired
Location:	Muskrat Falls	<input type="checkbox"/> n/a <input type="checkbox"/> Other (Specify): _____
Home Business Unit:	LCMC	
Employee Position No.:	MFGN.1.010	
Reason for requirement: New position and rate increase for added responsibilities.		

Approved Budget Position?: <input type="checkbox"/> Yes <input type="checkbox"/> No	Unionized Position?: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If a replacement, who's replaced?: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Established Salary Scale?: <input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a Job Description for this Position? (If not, attach proposed Job Description.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Key Duties and Qualifications:

APPROVALS (Check box if required. See next page for overview of required approvals)		
<input type="checkbox"/>	Hiring Supervisor: Signature: Date:	Comments:
<input type="checkbox"/>	Department Manager: Signature: Date:	Comments:
<input checked="" type="checkbox"/>	HR Manager: Faustina Cornick Signature: <i>F Cornick</i> Date: <i>21 June 2016</i>	Comments:
<input checked="" type="checkbox"/>	Deputy Project Manager: Jason Kean Signature: <i>Jason Kean</i> Date: <i>21 JUN - 2016</i>	Comments:
<input checked="" type="checkbox"/>	General Project Manager: Ron Power Signature: <i>R Power</i> Date: <i>22 JUN. 2016</i>	Comments:
<input type="checkbox"/>	Marine Crossing P.M: Greg Fleming Signature: N/A Date:	Comments:

Additional Information For Lower Churchill Project Hires:

Required for Corporate HR?:

		LCP Position Number: MFGN.1.010
Suggested Vendors / Institutions in Order of Precedence (if applicable):		Blanket / Original Order Number
1	PMX	LC-PM-149 / LHR00061
2		

POSITION TO BE FILLED	WORK BREAKDOWN STRUCTURE	UOM	QUAN	UNIT PRICE	EXTENDED AMT.
Construction Manager - MF Generation	5.3.012.0000.9002.04.00	Days	434	\$1,750.00	\$759,500.00
Completion Premium	5.3.012.0000.9002.04.00	Percent	10.00%		\$49,367.50
Living Out Allowance		Months	-		
R&R Allowance	5.3.012.0000.9002.04.00	Rotations	42	\$75.00	\$3,150.00
Mobilization and Demobilization Allowance		One time Payment			
Total (This Request)					\$812,017.50
Previously Approved					\$1,279,181.25
Adjustment to Previously Approved Amount					-\$765,617.50
TOTAL					\$1,325,581.25

ADDITIONAL LCP APPROVALS (Check box if required)			Comments:
<input checked="" type="checkbox"/>	Cost Control: Signature: <i>Brian Marsh</i> Date: <i>21-June-2016</i>	Brian Marsh	
<input type="checkbox"/>	Project Director: Signature: N/A Date:	Paul Harrington	
<input checked="" type="checkbox"/>	Supply Chain Manager: Signature: <i>Pat Hussey</i> Date: <i>21 JUN 2016</i>	Pat Hussey	
<input type="checkbox"/>	LCP HR Analyst: Signature: Date:		

APPROVAL OF PERSONNEL REQUISITIONS

Requisitions are required in relation to the hiring of permanent, temporary, and term employees and the related procedures and authority levels are outlined in corporate policies and procedures REC 1 and REC 6. The following table outlines the authority/approval levels that apply to personnel requisitions. For Lower Churchill Project Hires, including contractor, please refer to FRM-HR-003 for additional approval requirements.


Note: President/CEO approval is not specifically contemplated by REC 1 in relation to the filling of vacant approved complement positions. However, it has been a long standing practice for these requisitions to be reviewed at that level as well, and this practice will continue.

TYPE OF POSITION	APPROVALS
Permanent position including any new position or position caused by promotion, transfer, resignation, retirement (excluding contractors)	Hiring Supervisor Department Manager LOB HR Lead LOB VP VP HR-OE President & CEO
Term position (i.e., temporary > 12 months, =< 4 years), including the conversion of any temporary position to a term position (excluding contractors) * Note that any extension of an already approved term employee does not require Executive approval. The Supervisor and Department Manager are required.	Hiring Supervisor Department Manager LOB HR Lead LOB VP VP HR-OE President & CEO
Temporary employee > 6 months but =< 12 months, excluding contractors	Hiring Supervisor Department Manager LOB HR Lead LOB VP
Temporary employee =< 6 months, excluding contractors	Hiring Supervisor Department Manager

Position Details			
Position	Construction Manager - MF Generation		
Position ID	MFGN.1.010		
Source	PMX		
Contract Ref. No.	LC-PM-149 / LHR00061		
Assignment Details			
<u>Compensation</u>			
Rate Classification	N/A		
Unit Price	\$ 1,750.00	DAY	Billing Rate to Nalcor
	\$ 1,750.00	DAY	Base Rate to Candidate
		0.00%	Agency Mark up
Candidate's Origin	Toronto, ON		
Work Day (hr)	10		
Living Out Allowance Applicable (Yes / No)	N/A		
Family / Single Status (Accompanied / Unaccompanied)	N/A		
Primary Work Location	Muskrat Falls		
Completion Premium (%)	10.0%		
<u>Assignment Duration</u>			
Hire Date	11-May-2015		
MFL Expiry Date	31-Jul-2018		
Annual Escalation Date	N/A		
Effective Date:	1-Jun-2016		
Proposed End Date:	31-Dec-2017		
<u>Housing</u>			
Long-Term	MF Camp		
Interim Solution - Offsite	0		
		Mths	
<u>Work Schedule</u>			
Total Work Days in Rotation	10		
Total Days off in Rotation	4		
<u>Comments / Notes</u>			
			* Bonus calculated at 65% of base rate
Commitment Calculation			
<u>Billing Hours Calculation</u>			
		<u>Units</u>	
Calculated Duration on Project	578.0	Days	
Calculated Billable Units	413.0	Days	
Estimated time off (vacation/stat holidays,etc.)	-	Days	
Estimated Overtime/Expense Cost (5% of Billable Units)	21.0		
Net Estimated Billing Units	434.0	Days	
	QUANTITY	RATE	UNIT
Professional Fees	434.0	\$ 1,750.00	DAY
Completion Premium	-	10.0%	Percent
Living Out Allowance	-		Month
R&R Allowance	42.0	\$ 75.00	Rotations
Mobilization and Demobilization Allowance	-		One time
			TOTAL
			\$ 759,500.00
			\$ 49,367.50
			\$ -
			\$ 3,150.00
			\$ -
			\$ 812,017.50
Additional funds for commitment value under estimate from previously approved requisition			
Additional funds for work performed under various Work Order numbers (WO#)			
Adjustment to commitment value for unused approved commitment amount from previously approved requisition (765,617.50)			
			\$ 46,400.00
Net amount approved on requisition			

* Cells highlighted in yellow are input cell and should be updated for each requisition.



Re: Fw: PO # LHR-00061 - Services of Peter Tsekouras 
Faustina Cornick to: Paul Kennedy
 Cc: Kimberly Ball, Sara Hussey

06/13/2016 11:18 AM

yes agree and I will send the scope description is a separate email which will go with the PO .

Faustina Cornick
 Human Resources Manager - LCP
PROJECT DELIVERY TEAM
 Lower Churchill Project
 t. 709 737-7811 c. 709-728-6154
 e. FaustinaCornick@lowerchurchillproject.ca
 w. musktratfalls.nalcoreenergy.com

You owe it to yourself, and your family, to make it home safely every day. What have you done today so that nobody gets hurt?

Paul Kennedy	Faustina, Sara will start prepping PO change - a...	06/13/2016 10:59:54 AM
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From: Paul Kennedy/NLHydro
 To: Faustina Cornick/NLHydro@NLHYDRO
 Cc: Kimberly Ball/NLHydro@NLHYDRO, Sara Hussey/NLHydro@NLHYDRO
 Date: 06/13/2016 10:59 AM
 Subject: Re: Fw: PO # LHR-00061 - Services of Peter Tsekouras

Faustina,

Sara will start prepping PO change - assume a revised req. with title change and maybe more funds will be prepared too.

Regards,

Paul Kennedy
 Contracts Lead (Consultant)
PROJECT DELIVERY TEAM
 Lower Churchill Project
 t. 709 737 4215
 e. PaulKennedy@lowerchurchillproject.ca
 w. musktratfalls.nalcoreenergy.com

You owe it to yourself, and your family, to make it home safely every day. What have you done today so that nobody gets hurt?

Faustina Cornick	See below. Please process. FYI, I haven't advis...	06/13/2016 10:52:06 AM
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From: Faustina Cornick/NLHydro
 To: Kimberly Ball/NLHydro@NLHydro, Sara Hussey/NLHydro@NLHYDRO
 Cc: Paul Kennedy/NLHydro@NLHYDRO, Faustina Cornick/NLHydro@NLHYDRO
 Date: 06/13/2016 10:52 AM
 Subject: Fw: PO # LHR-00061 - Services of Peter Tsekouras

See below. Please process.

FYI, I haven't advised Ed Bush yet.
Faustina

✓ advised Ed Bush - JC

Faustina Cornick
Human Resources Manager - LCP
PROJECT DELIVERY TEAM
Lower Churchill Project
t. 709 737-7811 c. 709-728-6154
e. FaustinaCornick@lowerchurchillproject.ca
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You owe it to yourself, and your family, to make it home safely every day. What have you done today so that nobody gets hurt?

----- Forwarded by Faustina Cornick/NLHydro on 06/13/2016 10:51 AM -----

From: Ron Power/NLHydro
To: Faustina Cornick/NLHydro@NLHYDRO
Cc: Brian Crawley/NLHydro@NLHydro, Jason Kean/NLHydro@NLHydro, Scott O'Brien/NLHydro@NLHydro
Date: 06/07/2016 01:31 PM
Subject: Re: Fw: PO # LHR-00061 - Services of Peter Tsekouras

this is approved

Ron Power, P. Eng.
General Project Manager (Consultant)
PROJECT DELIVERY TEAM
Lower Churchill Project
t. 709-737-4245 c. 709-746-8498 f. 709-754-0787
e. RonPower@lowerchurchillproject.ca
w. muskratfalls.nalcorenergy.com

You owe it to yourself, and your family, to make it home safely every day. What have you done today so that nobody gets hurt?

Faustina Cornick See below. Faustina

06/07/2016 01:29:30 PM

From: Faustina Cornick/NLHydro
To: Ron Power/NLHydro@NLHydro, Scott O'Brien/NLHydro@NLHYDRO
Cc: Brian Crawley/NLHydro@NLHydro, Jason Kean/NLHydro@NLHydro
Date: 06/07/2016 01:29 PM
Subject: Fw: PO # LHR-00061 - Services of Peter Tsekouras

See below.
Faustina

Faustina Cornick

Human Resources Manager - LCP
PROJECT DELIVERY TEAM
Lower Churchill Project
t. 709 737-7811 c. 709-728-6154
e. FaustinaCornick@lowerchurchillproject.ca
w. muskratfalls.nalcorenergy.com

You owe it to yourself, and your family, to make it home safely every day. What have you done today so that nobody gets hurt?

----- Forwarded by Faustina Cornick/NLHydro on 06/07/2016 08:53 AM -----

From: Ed Bush <ebush@pmx.ca>
To: "FaustinaCornick@lowerchurchillproject.ca" <FaustinaCornick@lowerchurchillproject.ca>
Date: 06/06/2016 06:03 PM
Subject: PO # LHR-00061 - Services of Peter Tsekouras

Hi Faustina,

Peter Tsekouras joined the project delivery team at Muskrat Falls in May 2015 as the Area Construction Manager – Powerhouse, Intake and Spillway.

Since then he has demonstrated his expertise and commitment to the project, subsequently assuming the role of overall Construction Manager at the Muskrat Falls Site in January 2016.

We request that our purchase order for Peter's services under agreement LC-PM-149 be updated to reflect his revised scope of responsibilities.

We would appreciate consideration be given to increasing the Day Rate for his services from \$1,650.00 per day to \$1,750.00 per day to reflect the added scope of responsibilities. We suggest that this change be made retro-active to June 1, 2016.

Please do not hesitate to contact me should you have any questions.

Thank you for your consideration.

Ed

Ed Bush, MBA, P.Eng., PMP
Principal
PMX Inc.

Ph : (416) 222-7691 ext. 231
Fx : (416) 222-0485
Cell: (416) 577-9769

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