Nishnawbe-Aski Legal Services
Corporation

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December 12, 2022

RE: Additional Travel Duties

Dear Lauren:

This letter is to inform you that the additional travel duties assigned to you on May 1, 2022, are no longer required as the Travel/Payroll Coordinator on leave has returned to their regular duties.

Therefore, as per the letter (attached) sent to you on April 21, 2022, your temporary salary increase of **$5,000** to coordinate travel for the RJ program has been discontinued and your salary adjusted back to **$40,000**.

If you have any questions, please contact your manager, Chantelle Johnson, to discuss.

Lauren, we appreciate all your added support during this temporary leave.

Sincerely,

Colette Shwetz
HR Manager

Cc: Finance Department

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Nishnawbe-Aski Legal Services Corporation

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April 21, 2022

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Private and Confidential

Dear Lauren

We are pleased to inform you that you have been approved for a salary increase of **$5,000**. Your new annual salary will be **$45,000.** This increase will be effective **May 1, 2022.**

This increase is based on your additional duties, coordinating travel for the Restorative Justice programs and will remain in effect as long as you perform these additional duties. Should you stop performing these duties, your annual salary will be decreased by the $5,000, effective the date the duties stop.

If you have any questions about your additional duties, please contact your manager, Chantelle Johnson, to discuss.

Lauren, we appreciate and thank you for all your hard work in the Restorative Justice Program.

Sincerely,

Colette Shwetz
HR Manager

Cc: Finance Department

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