

Colette Shwetz

From: Tara Thompson
Sent: April 5, 2022 3:31 PM
To: Colette Shwetz
Cc: Irene Linklater
Subject: Additional Duties

Hi Colette,

I had spoke with Irene and she had approved me giving the following increases and I was hoping you could draw up the letters to state as long as they are doing these additional duties they keep this increase. The reasoning for the increase is the fact that I will not have the one position in finance filled at this time, if we do decide later down the road that the work load is too much then we can revisit this.

Joanne Cheechoo \$5,000 increase – additional duties with travel entries
Colette Shwetz \$5,000 increase – additional duties with payroll on HRIS.

Thanks,

Tara Thompson

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