Nishnawbe-Aski Legal Services Corporation

Oct 25, 2022

Elizabeth Norman
Bail Program Administrative Assistant
C/o Nishnawbe-Aski Legal Services Corporation
Timmins, ON

Private and Confidential

Dear Elizabeth

We are very pleased to inform you that you have been approved for a temporary salary increase of \$2,000 until March 31, 2023. Your new annual salary will be \$47,000. This increase will be effective Oct 24, 2022.

This temporary increase is based on your additional reception duties and will remain in effect until March 31, 2023. Should you stop performing these duties prior to March 31, 2023, your annual salary will be decreased by the \$2,000 effective the date the duties stop. A Job description outlining your additional duties is attached.

Elizabeth, we would like to thank you for your continued dedication and hard work you do for the Bail Program and for Timmins reception.

Sincerely.

Colette Shwetz Human Resources Manager

Cc: Finance Department

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