

Nishnawbe-Aski Legal Services Corporation

ᐱᐱᐱᐱᐱᐱ ᐱᐱᐱᐱ ᐱᐱᐱᐱᐱᐱ ᐱᐱᐱᐱᐱᐱᐱᐱᐱᐱ
L'ᐱᐱᐱᐱᐱᐱᐱᐱ

April 3, 2023

Karen Oliver
Kenora, ON
P9N 4A4

Mailing Address:

1805 Arthur St. East
Unit 100
Thunder Bay, ON
P7E 2R6

Tel: (807) 622-1413
Fax: (807) 622-3024

Email: info@nanlegal.on.ca

Website:

[Http://www.nanlegal.on.ca](http://www.nanlegal.on.ca)



Head Office:

1388 Fort William Rd. Fort
William First Nation, ON P7J
1K7

Re: Employment Agreement – Discharge Driver (Contract Position)


Dear Karen:

On behalf of Nishnawbe-Aski Legal Services Corporation ("NALSC"), I am pleased to offer you employment as a **Discharge Driver** in accordance with the terms and conditions described in the attached employment agreement ("the Agreement").

Please carefully read and consider the terms and conditions in the Agreement and confirm your understanding of, and agreement with, them by signing and returning the countersigned copy to me. Please retain the second copy of the Agreement your records. When countersigned by you, the Agreement shall constitute a binding employment agreement between you and NALSC.

Karen, we look forward to working with you and look forward to a mutually successful future together!

Sincerely,


Colette Shwetz
HR Manager

EMPLOYMENT AGREEMENT

BETWEEN:

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
hereinafter called "NALSC"

- and -

(Term Position) Karen Oliver

1. Employment

You will hold the position of **Discharge Program Driver**, operating out of **Kenora** and will report to the program manager. A brief job description for this position, which may be amended by the Company from time to time, is enclosed hereto as Appendix "A". Your title, duties and responsibilities may be changed at the discretion of the Company, consistent with your role, and shall not constitute a constructive dismissal.

For the period that you are employed, the expectation is that you shall devote the whole of your working time, attention, and ability to the business of NALSC and you shall truly and faithfully serve NALSC and shall use your best efforts to promote the interests of NALSC. To that end, you shall not engage in any activities which would result in your interests coming into conflict with the interests of NALSC.

You are required to provide Human Resources with a clear or satisfactory drivers abstract prior to your start date. You can obtain a copy of this at <https://www.ontario.ca/page/get-driving-record>

2. Term

Your employment will commence on **April 12, 2023**, and end on **March 31, 2024** subject to the termination provisions contained herein. This is a term position and is based solely on approved funding received for the **Discharge Planning program**.

3. Probationary Period

Your employment shall be subject to a three (3) month probationary period, during which time NALSC will determine your suitability. NALSC reserves the right to terminate this Agreement at any time during the probationary period for any reason so long as you are provided with minimum notice of such termination, or pay in lieu of notice, if any, in accordance with the Ontario Employment Standards Act, 2000 (the "ESA"). This probationary period in no way acts as a guarantee of employment for this three-month period.

4. Compensation

You will receive the following compensation and benefits:

- (a) **Local Trip:** You will receive a flat rate of \$25 for each trip you make within 50km of the city/town you are hired for.
- (b) **Non-local Trip:** All travel outside 50km of the city/town you are hired for will be pre-determined and paid per trip. These rates are in the attached "Schedule A."
- (c) You will be eligible to apply for benefits as per Human Resource Manual.

5. Vacation

Vacation shall be paid to you each pay period as per the minimum amount required by the ESA (Employment Standards Act).

You are entitled to vacation time as per ESA. All vacation time must be pre-approved and will be scheduled at mutually convenient times recognizing that, in a small office such as ours, we must always be conscious of having coverage.

6. Hours of Work

This is a contract position. Your hours of work will be on an 'as required' basis, with no guaranteed minimum hours of work. You must be available to respond to and perform your position duties based on the needs of the Discharge Planning Program.

If you are required or work, or request to work, more hours than provided for in this Agreement you must first obtain the written direction or written approval of your program manager within 24 hours of working such hours.

7. Personnel Policies, Procedures and Rules

You will be bound by any personnel policies, procedures and rules established by NALSC. By signing this Agreement, the Employee confirms that you have been provided with, has read, and agrees to abide by all policies, procedures and rules established by NALSC.

Also, as agreed upon during your interview, you are required to provide a copy of your criminal records check for this position. This will be required as soon as possible and before the end of your probationary period. Should you fail to provide this document, your probationary period may be extended, or your employment may be suspended or terminated.

8. Termination

While it is difficult to discuss the conclusion of a relationship at the outset, we believe it is helpful to address these issues so that both parties have clarity moving forward.

(a) **By the Employer.** This contract can be terminated by NALSC upon providing the Employee with the greater of 30 days notice or the Employee's statutory notice and entitlements pursuant to the Employment Standards Act, 2000. The aforementioned payments and benefits are inclusive of any damages at common law and nothing further is owed.

(b) By the Employee. If you elect to terminate this Agreement, you shall provide NALSC with four weeks' written notice. This notice may be waived by NALSC at its sole discretion, without any further payment or obligation to you.

10. Confidentiality

During the term of this Agreement, you will have access to information that NALSC considers to be confidential. Such confidential information includes, but is not limited to, any information concerning clients, billing rates, employees, methods of procurement, financial, purchasing, marketing, logistical and or sales strategies and techniques of NALSC and other secret information and that such information constitutes valuable, special, and unique property of NALSC.

Accordingly, you agree that you will not, at any time, (either during employment or at any time thereafter) directly or indirectly, disclose to or for the benefit of any person, firm, corporation, association, business entity or agency, governmental or private, of any nature whatsoever and whosoever situate, any confidential information of NALSC, except in connection with the performance of your duties on behalf of NALSC or as publicly available other than as a consequence of the breach by you of your confidentiality obligations hereunder.

11. Return of Company Property and Documents

At the conclusion of employment, or earlier if requested by NALSC, you shall promptly surrender to NALSC, without retaining copies, all tangible items which are or contain confidential information pertaining to NALSC. You shall also return all electronic devices, files, memory keys, correspondence, memoranda, documents, training materials, manuals, computer software, hardware, and printouts, working papers, client lists, telephone/address books, business cards, appointment books, calendars and other tangible items which NALSC gave to you, or which you created in whole or in part within the scope of your employment, even if these items do not contain confidential information.

13. Authorization

By signing this letter, you authorize NALSC to deduct from any outstanding payment, including wages, owed to you by NALSC at any time, any monies which you owe to NALSC.

14. Entire Agreement

This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and cancels and supersedes any and all prior and contemporaneous agreements, discussions and understandings. There are no representations, warranties, forms, conditions, undertakings, or collateral agreements, express, implied, or statutory between the parties other than as expressly set forth in this Agreement. No waiver, modification, or termination of any term of this Agreement shall be effective unless in writing and signed by all parties.

15. Severability

The provisions, paragraphs and sub-paragraphs of this Agreement are and shall be deemed to be severable the one from the other. If any one or more of the provisions, paragraphs or sub-paragraphs contained herein shall be invalid, illegal, or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions, paragraphs and subparagraphs contained herein shall not in any way be affected or impaired.

16. Headings

The headings contained in this Agreement are for reference purposes only and shall not in any way affect the meaning interpretation of this Agreement.

17. Governing Law

This Agreement shall be governed in all respects by the laws of the Province of Ontario and the laws of Canada applicable therein.

18. Assignment

Except as otherwise provided herein, no assignment of any rights or delegation of any obligations provided for herein may be made by any party without the express written consent of all other parties hereto. Notwithstanding the foregoing, NALSC may, upon two (2) days written notice to you, assign its rights, together with its obligations hereunder, to any associate or affiliate of NALSC.

19. Interpretation

The language used in this Agreement shall be deemed to be the language chosen by the parties to express their mutual intent, and the Agreement shall be interpreted without regard to any presumption or other rule requiring interpretation of the Agreement more strongly against the party causing it to be drafted.

20. Independent Legal Advice

You acknowledge that you have had ample opportunity to obtain independent legal advice in connection with the negotiation and ultimate execution of this Agreement. If you did not obtain independent legal advice, it is because you understood this Agreement, and did not feel that you needed legal advice. You therefore confirm that you are executing this Agreement freely, voluntarily and without duress.

21. Copy of the Agreement

You hereby acknowledge receipt of a copy of this Agreement duly signed by NALSC.

Karen, I extend a very warm welcome to you. I hope you find your employment with the organization challenging and rewarding and look forward to a mutually successful future together.

Yours truly,



Colette Shwetz

HR Manager

I hereby accept the position I have been offered and agree to abide to all the terms and conditions outlined in the letter of employment.

Karen Oliver
Karen Oliver (Apr 12, 2023 10:14 CDT)

April 12/23

Employee Signature

Date

APPENDIX A – Discharge Program Drivers

Travel Reimbursement

All travel will be through the use of the NALSC company vehicle at the rate of .40/km. In the event the company vehicle is out of commission, a rental vehicle may be provided, or another mode transportation will be approved – i.e., taxi or cab.

Recording Your Travel

All travel shall be recorded in a logbook by kilometers per trip. At the end of each pay period, these kilometers will be entered into your timesheet for approval.

Hours Worker / Wait Time

All hours worked or any wait time accumulated will be paid out according to the pay rate in your employment contract.

APPENDIX 5 – Term Employee – Benefit Entitlement Schedule - Effective April 1, 2022.

The terms and conditions for eligibility of the following benefits are as follows:

- Staff must be a term employee with a start and end date to their employment.
- Staff must apply for benefits through CINUP within 7 days of the start of the contract. If staff fail to do so, NALSC reserves the right to revoke their eligibility to apply.
- Staff must be actively working and available as per the terms of their contract.
- Staff cannot participate while suspended from duties.
- Staff are eligible for benefits as per employment agreement.
- Once staff complete the terms of their employment contract, they are no longer eligible for benefits.

12 MONTHS to 24 MONTHS

Employee & Family Assistance Program

| CINUP | |
|-------|---|
| | <p><u>LifelWorks</u> In-person and Immediate Support Counselling 24/7 Service Center Work-Life Balance Consultations LifelWorks Online and LifelWorks Mobile Crisis Management Organizational Services Team</p> |

Group Life

| Benefit | CINUP |
|----------------------|---------------------------------|
| Formula | |
| Status | Flat \$25,000 |
| Non-Status | Flat \$25,000 |
| Maximum | \$25,000 |
| Non Evidence Maximum | \$25,000 |
| Waiver of Premium | Included |
| Reduction | 50% at age 65 |
| Conversion Option | Yes |
| Termination | Earlier of retirement or age 70 |

Dependent Life

| Benefit | CINUP |
|-------------------------|---------------------------------|
| Spouse | \$10,000 |
| Per Dependent Children | \$5,000 |
| Child becomes Effective | From live birth |
| Termination | Earlier of retirement or age 70 |

Accidental Death & Dismemberment

| Benefit | CINUP |
|--|--|
| Death Benefit Amount | Matches Life Insurance Formula |
| Dismemberment Benefit Amount | 25% - 200%, depending on loss |
| Termination | Matches Life Insurance |
| Family Transportation | \$15,000 |
| Rehabilitation | \$15,000 |
| Repatriation | \$13,000 |
| Funeral Benefit | \$5,000 |
| Hunting / Fishing Accident | Additional \$10,000 if loss of life sustained from a hunting or fishing accident |
| Workplace / Home / Vehicle alterations and modifications | \$15,000 |
| Day Care Benefits | 5% of principal sum, max \$5,000 / child |
| Education Benefit | 5% of principal sum, max \$5,000 / child |
| Spousal Retraining Benefit | \$13,000 |
| Critical Illness Benefit | \$1,000 one time benefit |
| Covered Illnesses | Cancer (life threatening), Coronary bypass, Heart Attack, Stroke |

Critical Illness

| Benefit | CINUP |
|--------------------------|---|
| Critical Illness Benefit | \$25,000 |
| Covered Illnesses | Alzheimer's disease, Aortic surgery, Aplastic anemia, Bacterial meningitis, Benign brain tumour, Blindness, Cancer (life threatening), Coma, Coronary artery bypass surgery, Deafness, Dilated cardiomyopathy, Fulminant viral hepatitis, Heart attack, Heart valve replacement, Kidney failure, Liver failure of advanced stage, Loss of independent existence, Loss of limbs, Loss of speech, Major organ failure of waiting list, Major organ transplant, Motor neuron disease, Multiple sclerosis, Muscular dystrophy, Occupational HIV infection, Paralysis, Parkinson's disease, Primary pulmonary hypertension, Progressive systemic sclerosis, Severe burns, Stroke |
| Termination | Earlier of retirement or age 65 |

Extended Health Care

| Benefit | CINUP |
|---|---|
| Deductible - Single / Family | None |
| Overall Co-Insurance | 100% |
| Overall Maximum | Unlimited |
| Prescription Drugs | |
| Co-Insurance | 100% |
| Drug Type | Generic, unless "no substitution" |
| Drug Maximum | \$7,500 / calendar year |
| Pharm Direct Drug Card | Yes |
| NFB Carve-Out for Status Members | Yes |
| Smoking Cessator | \$350 lifetime maximum |
| Fertility Drugs | \$15,000 lifetime maximum |
| Medical Cannabis | Not Covered |
| Medical Services & Supplies | |
| Co-Insurance | 100% |
| TeleDoc & Best Doctors | Included |
| Ambulance | Included |
| Hospital Accommodations | Semi Private |
| Private Duty Nurse | \$5,000 / calendar year |
| Hearing Aids | \$500 / 60 months |
| Orthotics | \$500 / calendar year, custom-made |
| Orthopedic Shoes | \$300 / calendar year, custom-made |
| Travel Medical Benefit | \$2,000 lifetime maximum (distance travelled must be greater than 600 kms return) |
| Special Medical Equipment | Included |
| Paramedicals | |
| Co-Insurance | 100% |
| Acupuncture | \$500 / calendar year |
| Audiologist | \$500 / calendar year |
| Chiropractor | \$500 / calendar year |
| Chiropractor X-rays | One X-ray U & C / calendar year |
| Psychologist / Social Worker / Registered Clinical Counsellors / Canadian Certified Counsellors / Psychotherapist | Combined \$500 / calendar year |
| Dietician | \$500 / calendar year |
| Licensed Massage Therapist / Kinesiology | Combined \$500 / calendar year |
| Naturopath | \$500 / calendar year |
| Osteopath | \$500 / calendar year |
| Osteopath X-rays | One X-ray U & C / calendar year |
| Physiotherapist / Occupational Therapist / Athletic Therapy | Combined \$1,000 / calendar year |
| Podiatrist / Chiropractist / Foot Care Nurse | Combined \$500 / calendar year |
| Podiatrist X-rays | One X-ray U & C / calendar year |
| Speech Therapist | \$500 / calendar year |

Extended Health Care cont'd

| Benefit | CINUP |
|-----------------------------------|---|
| Vision Care | |
| Co-insurance | 100% |
| Adult | \$300 / 24 months |
| Dependent Children (15 and under) | \$300 / 24 months |
| Intraocular Lenses | \$200 / calendar year |
| Eye Exams | |
| Adult | One eye exam: U & C / 24 months |
| Dependent Children (15 and under) | One eye exam: U & C / 12 months |
| Survivor Benefit | Up to 24 months |
| Termination | Earlier of retirement or termination of employment |
| Travel Coverage | |
| Out-of-Province / Out-of-Canada | Not Covered |
| Coverage Period | Not Covered |
| Travel Assistance (International) | Not Covered |
| Termination | Earlier of retirement or age 70 |
| Exclusions | Chief & Council and/or Elected Officials who do not work the minimum hours per week and/or who are paid <u>bonuses</u> are not eligible for Travel Health Benefits or International Travel Assistance |

Dental Care

| Benefit | CINUP |
|------------------------------|--|
| Deductible - Single / Family | None |
| Status | |
| Basic Services | 100% (first 15% paid upfront) |
| Major Services | 80% |
| Annual Maximum (combined) | \$1,500 |
| Non-Status | |
| Basic Services | 100% |
| Major Services | 80% |
| Annual Maximum (combined) | \$1,500 |
| Orthodontics | 50% (dependents to age 15) |
| Lifetime Maximum | \$1,500 |
| Recall Exams | Once every 6 months |
| Scaling Units | Unlimited (no children restrictions) |
| X-rays | One complete series every two calendar years |
| Missing Tooth Exclusion | No |
| Fee Guide | Current, Province of Residence |
| Specialist Fee Guide | Yes |
| Survivor Benefit | Up to 24 months |
| Termination | Earlier of retirement or termination of employment |







Karen Oliver

Final Audit Report

2023-04-12

| | |
|-----------------|---|
| Created: | 2023-04-12 |
| By: | Tara Thompson (lgorman@nanlegal.on.ca) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAAS9OoIS45grGEeJCOu8f1F2Fwgvq9SR |

"Karen Oliver" History

-  Document created by Tara Thompson (lgorman@nanlegal.on.ca)
2023-04-12 - 3:07:59 PM GMT
-  Document emailed to kvkoliver@outlook.com for signature
2023-04-12 - 3:09:02 PM GMT
-  Email viewed by kvkoliver@outlook.com
2023-04-12 - 3:13:22 PM GMT
-  Signer kvkoliver@outlook.com entered name at signing as Karen Oliver
2023-04-12 - 3:14:38 PM GMT
-  Document e-signed by Karen Oliver (kvkoliver@outlook.com)
Signature Date: 2023-04-12 - 3:14:40 PM GMT - Time Source: server
-  Agreement completed.
2023-04-12 - 3:14:40 PM GMT

Names and email addresses are entered into the Acrobat Sign service by Acrobat Sign users and are unverified unless otherwise noted.