

Nishnawbe-Aski Legal Services Corporation



New-hire Orientation



Welcome to the
Nishnawbe-Aski Legal Services Corporation
Team!



Agenda

- Introduction
- Hub Office Locations
- Organizational Chart
- Map of NALSC Service Area
- NALSC Programs and Services
- On Your First Day
- Setting Up Your Email / Office 365/
Teams
- Training – HR Downloads
- Payroll & Benefits
- HR Policy Manual
- Employment Standards Act
- Statutory Holidays
- New Hire Forms
- HRIS Training



Introduction

Your orientation will be done by our Human Resources Department. If you have any questions, please let us know.

Let's get started!



Hub Office Locations

Fort William First Nation - Head Office

678 City Rd.,
Fort William First Nation, ON
P7J 1K3

Timmins

119 Pine Street South - Suite 210
Timmins, ON
P4N 2K3

Sioux Lookout

56 Front Street,
Sioux Lookout, ON
P8T 1A3

Thunder Bay

101 Syndicate Ave N
Thunder Bay, ON
P7C 3V4

Kenora

308 Second Street South, Suite 14
Kenora, ON
P9N 1G4

Red Lake

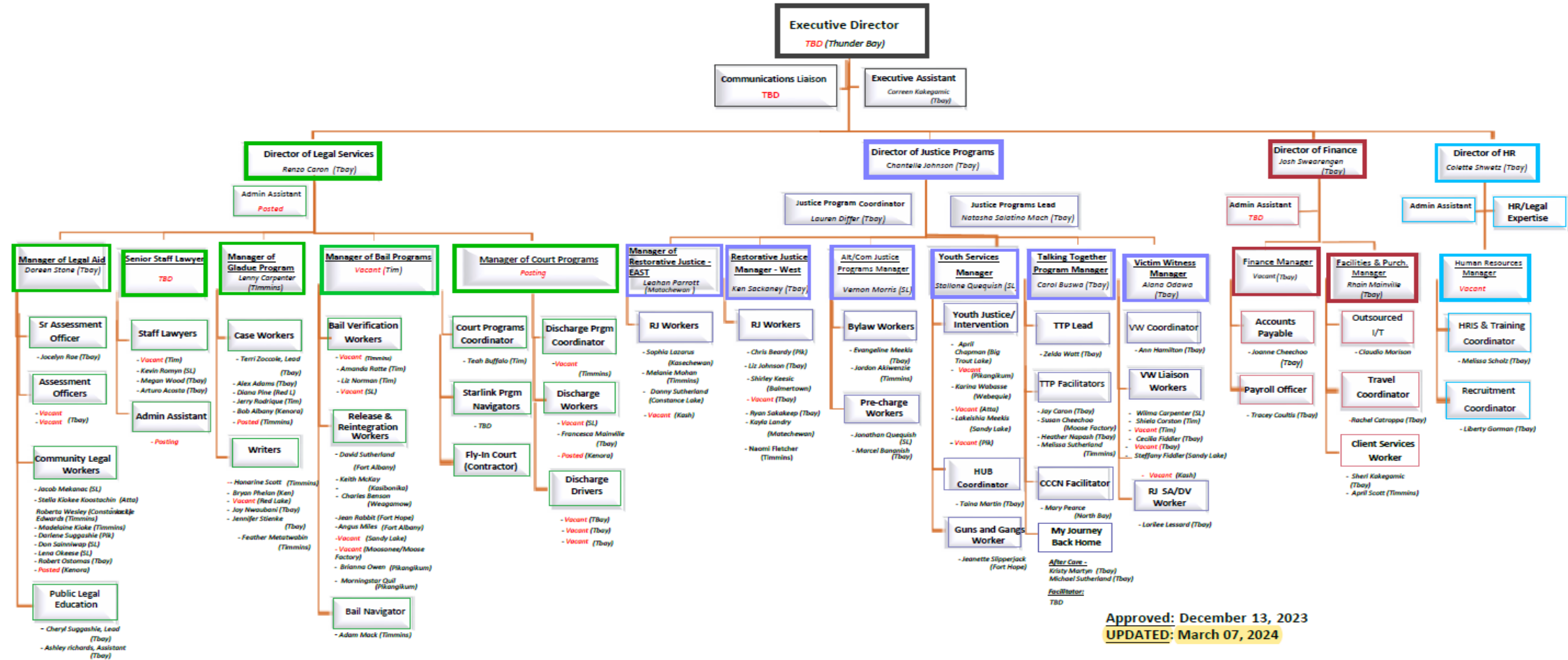
Red Lake, ON
P9N 1G4





Nishnawbe-Aski Legal Services Corporation

NEW ORGANIZATIONAL MODEL (NOM)



Approved: December 13, 2023
 UPDATED: March 07, 2024

NISHNAWBE ASKI LEGAL SERVICES CORPORATION FIRST NATIONS COMMUNITIES



INDEPENDENT FIRST NATIONS ALLIANCE	SHIBOGAMA FIRST NATIONS COUNCIL	MUSHKEGOWUK TRIBAL COUNCIL
<ul style="list-style-type: none"> Kitchenuhmaykoosib Inninuwug First Nation Muskkrat Dam First Nation Pikangikum First Nation Whitesand First Nation Lac Seul First Nation 	<ul style="list-style-type: none"> Kasabonika Lake First Nation Kingfisher Lake First Nation Wapekeka First Nation Wawakapewin First Nation Wunnumin Lake First Nation 	<ul style="list-style-type: none"> Attawapiskat First Nation Chapleau Cree First Nation Fort Albany First Nation Kashechewan First Nation Missanabic Cree First Nation Moose Cree First Nation Taykwa Tagamou First Nation
WINDIGO FIRST NATIONS	MATAWA FIRST NATIONS	WABUN TRIBAL COUNCIL
<ul style="list-style-type: none"> Bearskin Lake First Nation Cat Lake First Nation Koocheching First Nation North Caribou Lake First Nation Sachigo Lake First Nation Slate Falls First Nation Whitewater Lake First Nation 	<ul style="list-style-type: none"> Aroland First Nation Constance Lake First Nation Eabametoong First Nation Ginoogaming First Nation Marten Falls First Nation Long Lake #58 First Nation Neskantaga First Nation Nipinamik First Nation Webequie First Nation 	<ul style="list-style-type: none"> Brunswick House First Nation Chapleau Ojibwe First Nation Matachewan First Nation Mattagami First Nation Flying Post First Nation Beaverhouse (affiliate) Wahgoshig First Nation
KEEWAYTINOOK OKIMAKANAK	<p>Nishnawbe-Aski Legal Services Corporation 1836 E Armer St., Thunder Bay, ON P7E 2R6 138-B Mission Road, Fort William First Nation, ON Toll Free: 1-800-485-5581 (T) 807-622-1413 (F) 807-622-3024 www.nanlegal.on.ca</p>	INDEPENDENT BANDS (Bands not affiliated with any Tribal Council)
<ul style="list-style-type: none"> Deer Lake First Nation Fort Severn First Nation Keewaywin First Nation MacDowell Lake First Nation North Spirit Lake First Nation Poplar Hill First Nation 	<ul style="list-style-type: none"> Mishkeegogamang Ojibway Nation Moorebec Eeyouud Council Sandy Lake First Nation Weenusk First Nation (Peewanuck) 	

- Aroland First Nation
- Attawapiskat First Nation
- Bearskin Lake First Nation
- Beaverhouse First Nation
- Brunswick House First Nation
- Cat Lake First Nation
- Chapleau Cree First Nation
- Chapleau Ojibwe First Nation
- Constance Lake First Nation
- Deer Lake First Nation
- Eabametoong First Nation
- Flying Post First Nation
- Fort Albany First Nation
- Fort Severn First Nation
- Ginoogaming First Nation
- Hornepayne First Nation
- Kasabonika Lake First Nation
- Kashechewan First Nation
- Keewaywin First Nation
- Kingfisher Lake First Nation
- Koocheching First Nation
- Lac Seul First Nation
- Long Lake #58 First Nation
- Macdowell Lake First Nation
- Marten Falls First Nation
- Matchewan First Nation
- Mattagami First Nation
- Mishkeegogamang First Nation
- Missanabic Cree First Nation
- Moorebec Council of the Cree Nation
- Moose Cree First Nation
- Muskkrat Dam First Nation
- Neskantaga First Nation
- North Caribou Lake First Nation
- North Spirit Lake First Nation
- Pikangikum First Nation
- Poplar Hill First Nation
- Sachigo Lake First Nation
- Sandy Lake First Nation
- Slate Falls First Nation
- Taykwatagamou Nation
- Wahgoshig First Nation
- Wapekeka First Nation
- Wawakapewin First Nation
- Webequie First Nation
- Weenusk First Nation
- Whitewater Lake First Nation
- Wunnumin Lake First Nation
- Kitchenumaykoosibinnuwug

NALSC Programs & Services

- ▶ Legal Aid
- ▶ Gladue Program
- ▶ Restorative Justice Program
- ▶ Pre-Charge Diversion
- ▶ Community Youth Intervention
- ▶ Talking Together Program
- ▶ Guns & Gangs
- ▶ Victim Witness Program
- ▶ Public Legal Education
- ▶ By Law Program
- ▶ Community Learning HUB
- ▶ Indigenous Bail Verification Program
- ▶ Release and Reintegration



On your First Day

We will need:

- ✓ Signed Employment Agreement
- ✓ TD1 ON
- ✓ TD1 Federal
- ✓ TD1 IN (Status Exempt)
- ✓ Copy of Banking Information
- ✓ Copy of Status Card (if applicable)
- ✓ Copy of Driver's License
- ✓ Copy of S.I.N
- ✓ Policy Acknowledgement Form - Signed
- ✓ Confidentiality Form - Signed



On your First Day (Cont.)

You will receive:

- ✓ A copy of NALSC HR Policy Manual
- ✓ An email address assigned to you
- ✓ Training on Office 365 and how to access Teams
- ✓ Health Benefits Application (FT, PT, or Temp)
- ✓ How to access HR Downloads (H & S Training)
- ✓ Pension Application (full time only)
- ✓ A copy of the organizational chart
- ✓ A copy of the staff directory
- ✓ A copy of all pay periods

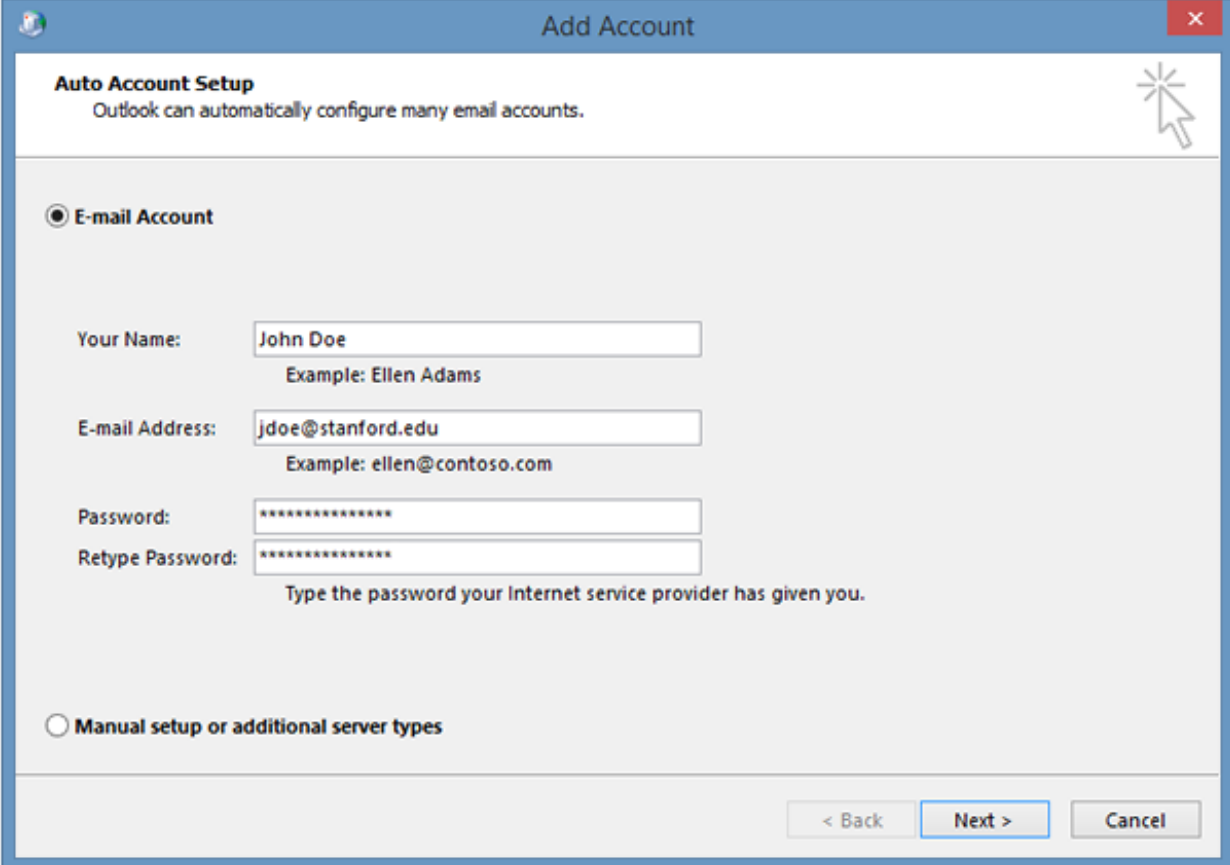


Setting Up Your Email / Office 365

After receiving your email, you can login to outlook (App or Web browser) to setup office 365.

Setting up Email:

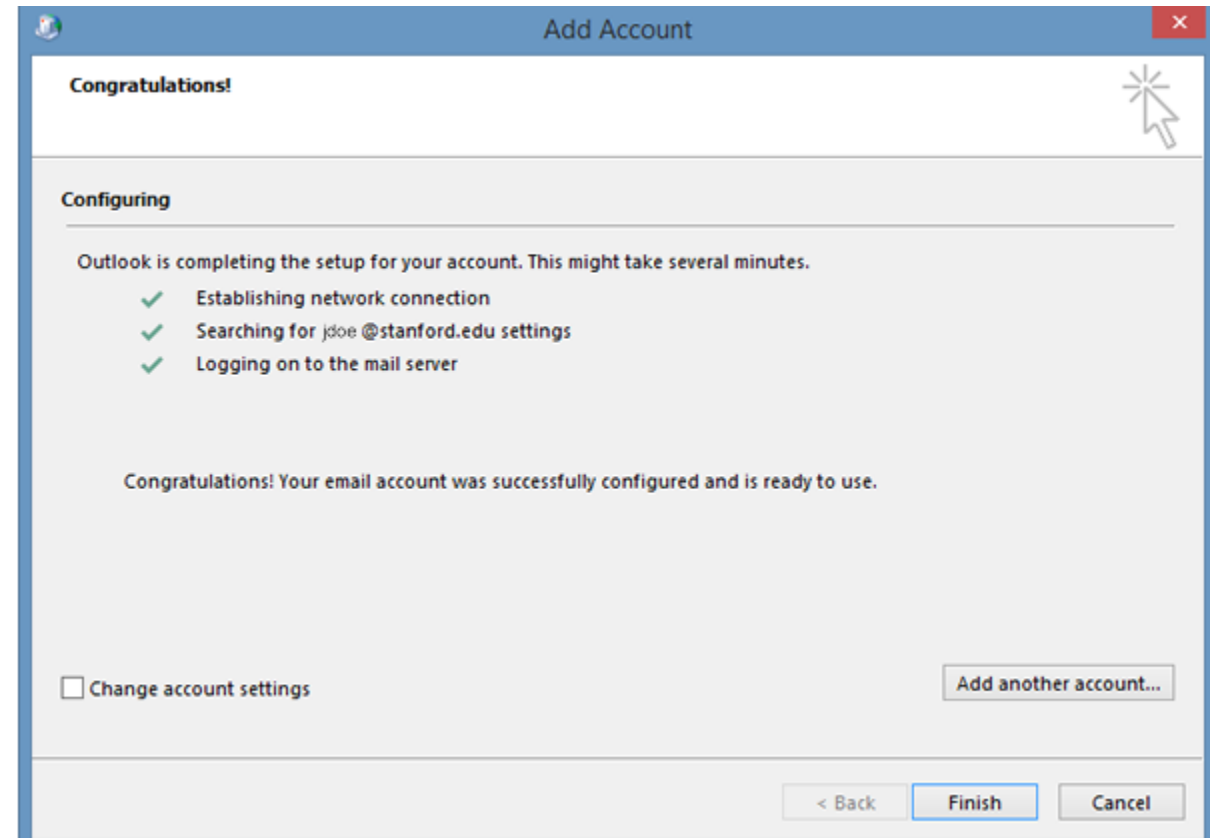
1. Open Outlook.
2. At the Welcome screen, click **Next**.
3. When asked if you want to set up Outlook to connect to an email account, select **Yes** and then click **Next**.
4. The Auto Account Setup wizard opens. Enter your name, your email address using your nanlegal@nanlegeal.on.ca email, and your NAN Legal password. Then, click **Next**



The screenshot shows the 'Add Account' window in Outlook. The title bar reads 'Add Account'. Below the title bar, the text says 'Auto Account Setup' and 'Outlook can automatically configure many email accounts.' There are two radio button options: 'E-mail Account' (which is selected) and 'Manual setup or additional server types'. The 'E-mail Account' section contains four input fields: 'Your Name' (with 'John Doe' entered and 'Example: Ellen Adams' below it), 'E-mail Address' (with 'jdoe@stanford.edu' entered and 'Example: ellen@contoso.com' below it), 'Password' (with asterisks), and 'Retype Password' (with asterisks). Below the password fields is the instruction 'Type the password your Internet service provider has given you.' At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Setting Up Your Email / Office 365 (Cont.)

5. Outlook will complete the setup for your account, which might take several minutes. When you are notified that your account was successfully configured, click Finish.
6. You may need to restart Outlook for the changes to take effect.
7. Now you can view your email, calendar and contacts

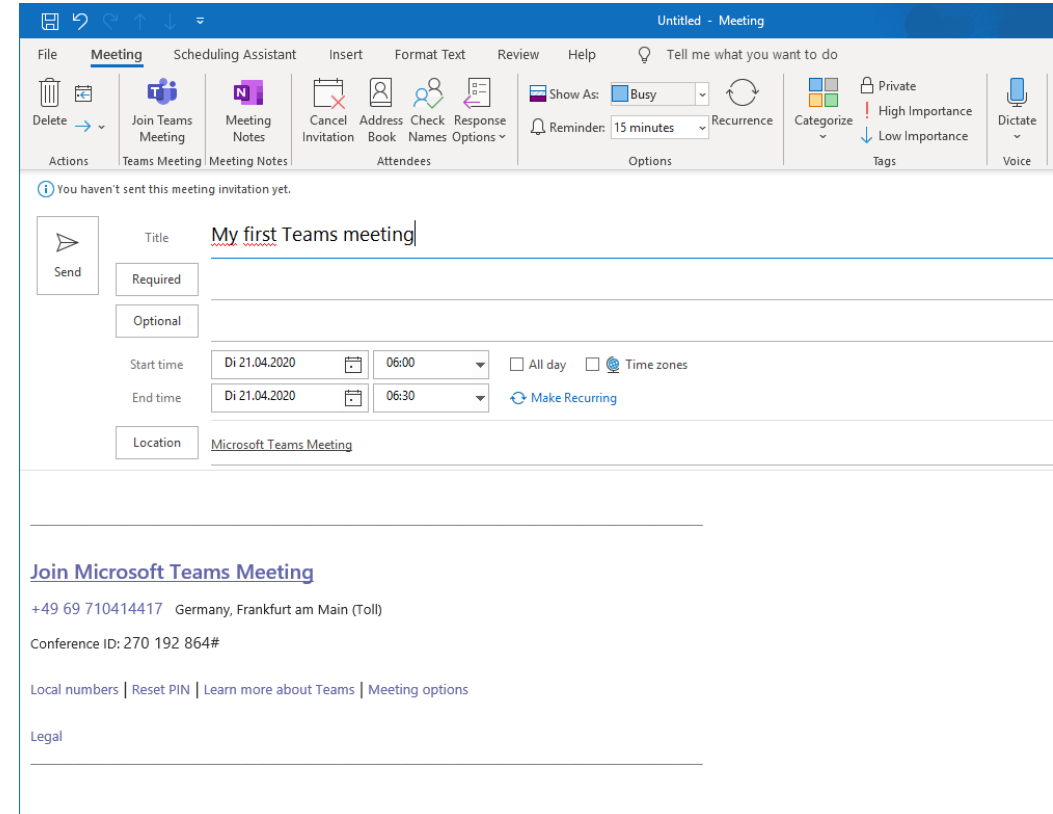


Setting Up Teams

1. Go to Start
2. Click Microsoft Teams App
3. Sign in with your Microsoft 365 Username and Password

Setting up a Teams Meeting

1. In Outlook – click on Calendar and choose which day you want to have the meeting
2. Double Click on the day you chose
3. Select “**Teams Meeting**”
4. Where it says “**Required**” type in name or email of the person(s) you are wanting to have a Teams Meeting with
5. Click “**Send**” once finished



The screenshot shows the Outlook 'Meeting' form. The title is 'My first Teams meeting'. The 'Required' field is empty. The 'Optional' field is empty. The start time is 'Di 21.04.2020' at '06:00'. The end time is 'Di 21.04.2020' at '06:30'. The location is 'Microsoft Teams Meeting'. The form includes a 'Send' button and a 'Join Microsoft Teams Meeting' link. Below the link, the phone number '+49 69 710414417', the location 'Germany, Frankfurt am Main (Toll)', and the conference ID '270 192 864#' are displayed. There are also links for 'Local numbers', 'Reset PIN', 'Learn more about Teams', and 'Meeting options'.

HR Downloads

HR Downloads Access and Password Reset

On your first day you will be given access to your Health and Safety Training through HR Downloads.

You will be assigned your mandatory health and safety training.

You will be receiving an email to your NALSC employee email from HR Downloads prompting you to create your HR Downloads profile.

If you have any issues accessing your training, please contact Human Resources for support.



Payroll

Pay period is every 2 weeks.

Pay day is on every second Thursday following the end of the pay period.

Timesheets are to be submitted to your manager on Thursday at the end of each pay period. A pay period calendar will be provided.



Accessing Your Paystubs



Nishnawbe-Aski Legal
Services Corporation
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How to access your NAN Legal Paystub

Paystubs are sent to your work email (nanlegal.on.ca), from: Accounting, with the subject line, **Direct Deposit Payment Advice**

ALL paystubs are password protected. The following is an example of a password using your personal information:

Last 3 digits of your **SIN** and your **BIRTHDAY**.

Example

123 345 **678**

October 31 1992 **10/31/1992**

Your password would be **67810/31/1992**

Please make sure you have the back slash in there as well and make sure you have the adobe reader on your computer so you can access the pdf.

Any issues, please contact the HR Department.

Benefits

After successfully completing the probationary period, all new employees are eligible for benefits. Benefit applications are filled out during your first week.

WP Financial: Our insurance broker is WP Financial. WP can assist new employees in filling out benefit applications.

Health Benefits: Our Health Benefits are through CINUP and are fully covered by NALSC.

Pension: Our Pension is through Great West Life (GWL) and is mandatory for all staff and **must be submitted before 3-month probation period.**



HR Policy Manual

- When revisions are made to the HR Policy Manual, the revised manuals will be distributed by email to All Staff.
- All Staff receive a copy of the policy manual to review and must sign a policy acceptance form
- You will have received a copy in with your orientation package



Statutory Holidays

Statutory holidays are paid holidays for permanent full-time and permanent part-time employees

HOLIDAY	DATE
New Year's Day	January 1
Family Day	Third Monday in February
Good Friday	Friday before Easter Sunday
Easter Monday (NALSC)	Monday after Easter Sunday
Victoria Day	Monday before May 25
National Indigenous Peoples Day (NALSC)	June 21
Canada Day	July 1
Civic Holiday (NALSC)	First Monday in August
Labour Day	First Monday in September
National Day of Truth and Reconciliation	September 30
Thanksgiving Day	Second Monday in October
Remembrance Day (NALSC)	November 11
Christmas Day	December 25
Boxing Day	December 26



Employment Standards in Ontario

Ministry of Labour, Training and Skills Development

Employment Standards in Ontario

The *Employment Standards Act, 2000* (ESA) protects employees and sets minimum standards for most workplaces in Ontario. **Employers are prohibited from penalizing employees in any way for exercising their rights under the ESA.**

What you need to know

Public holidays

Ontario has a number of public holidays each year. Most employees are entitled to take these days off work and be paid public holiday pay. Visit Ontario.ca/publicolidays.

Hours of work and overtime

There are daily and weekly limits on hours of work. There are also rules around meal breaks, rest periods and overtime. Visit Ontario.ca/hoursofwork and Ontario.ca/overtime.

Termination notice and pay

In most cases when terminating employment, employers must give employees advance written notice of termination or termination pay instead of notice. Visit Ontario.ca/terminationofemployment.

Vacation time and pay

There are rules around the amount of vacation time and pay employees earn. Most employees can take vacation time after every 12 months of work. Visit Ontario.ca/vacation.

Leaves of absence

There are a number of job-protected leaves of absence in Ontario. Examples include sick leave, pregnancy leave, parental leave and family caregiver leave. Visit Ontario.ca/ESAguide.

Minimum wage

Most employees are entitled to be paid at least the minimum wage. For current rates visit Ontario.ca/minimumwage.

Other employment rights, exemptions and special rules

There are other rights, exemptions and special rules not listed on this poster, including rights to severance pay and special rules for assignment employees of temporary help agencies.

Subscribe to our newsletter and stay up to date on the latest news that can affect you and your workplace. Visit Ontario.ca/labournews.

Learn more about your rights at:

Ontario.ca/employmentstandards

1-800-531-5551 or TTY 1-866-567-8893

[@ONTatwork](https://twitter.com/ONTatwork) [@OntarioAtWork](https://www.facebook.com/OntarioAtWork) [@Ontarioatwork](https://www.instagram.com/Ontarioatwork)

Version 9.0

Ontario 

How to Complete Tax Forms

Canada Revenue Agency / Agence du revenu du Canada
2024 Personal Tax Credits Return
 Protected B when completed / TD1

Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your tax deductions. Fill out this form based on the best estimate of your circumstances. If you do not fill out this form, your tax deductions will only include the basic personal amount, estimated by your employer or payer based on the income they pay you.

Last name	First name and initial(s)	Date of birth (YYYY/MM/DD)	Employee number
Address	Postal code	For non-residents only Country of permanent residence	Social insurance number

1. Basic personal amount – Every resident of Canada can enter a basic personal amount of \$15,705. However, if your net income from all sources will be greater than \$173,205 and you enter \$15,705, you may have an amount owing on your income tax and benefit return at the end of the tax year. If your income from all sources will be greater than \$173,205 you have the option to calculate a partial claim. To do so, fill in the appropriate section of Form TD1-WS, Worksheet for the 2024 Personal Tax Credits Return, and enter the calculated amount here.

15,705

2. Canada caregiver amount for infirm children under age 18 – Only one parent may claim \$2,616 for each infirm child born in 2007 or later who lives with both parents throughout the year. If the child does not live with both parents throughout the year, the parent who has the right to claim the "Amount for an eligible dependant" on line 8 may also claim the Canada caregiver amount for the child.

3. Age amount – If you will be 65 or older on December 31, 2024, and your net income for the year from all sources will be \$44,325 or less, enter \$8,790. You may enter a partial amount if your net income for the year will be between \$44,325 and \$102,925. To calculate a partial amount, fill out the line 3 section of Form TD1-WS.

4. Pension income amount – If you will receive regular pension payments from a pension plan or fund (not including Canada Pension Plan, Quebec Pension Plan, old age security, or guaranteed income supplement payments), enter whichever is less: \$2,000 or your estimated annual pension income.

5. Tuition (full-time and part-time) – Fill in this section if you are a student at a university or college, or an educational institution certified by Employment and Social Development Canada, and you will pay more than \$100 per institution in tuition fees. Enter the total tuition fees that you will pay if you are a full-time or part-time student.

6. Disability amount – If you will claim the disability amount on your income tax and benefit return by using Form T2201, Disability Tax Credit Certificate, enter \$9,872.

7. Spouse or common-law partner amount – Enter the difference between the amount on line 1 (line 1 plus \$2,616 if your spouse or common-law partner is infirm) and your spouse's or common-law partner's estimated net income for the year if two of the following conditions apply:

- You are supporting your spouse or common-law partner who lives with you
- Your spouse or common-law partner's net income for the year will be less than the amount on line 1 (line 1 plus \$2,616 if your spouse or common-law partner is infirm)

In all cases, go to line 9 if your spouse or common-law partner is infirm and has a net income for the year of \$28,041 or less.

8. Amount for an eligible dependant – Enter the difference between the amount on line 1 (line 1 plus \$2,616 if your eligible dependant is infirm) and your eligible dependant's estimated net income for the year if all of the following conditions apply:

- You do not have a spouse or common-law partner, or you have a spouse or common-law partner who does not live with you and who you are not supporting or being supported by
- You are supporting the dependant who is related to you and lives with you
- The dependant's net income for the year will be less than the amount on line 1 (line 1 plus \$2,616 if your dependant is infirm and you cannot claim the Canada caregiver amount for infirm children under 18 years of age for this dependant)

In all cases, go to line 9 if your dependant is 18 years or older, infirm, and has a net income for the year of \$28,041 or less.

9. Canada caregiver amount for eligible dependant or spouse or common-law partner – Fill out this section if, at any time in the year, you support an infirm eligible dependant (aged 18 or older) or an infirm spouse or common-law partner whose net income for the year will be \$28,041 or less. To calculate the amount you may enter here, fill out the line 9 section of Form TD1-WS.

10. Canada caregiver amount for dependant(s) age 18 or older – If, at any time in the year, you support an infirm dependant age 18 or older (other than the spouse or common-law partner or eligible dependant you claimed an amount for on line 9 or could have claimed an amount for if their net income were under \$15,705) whose net income for the year will be \$18,696 or less, enter \$8,375. You may enter a partial amount if their net income for the year will be between \$18,696 and \$28,041. To calculate a partial amount, fill out the line 10 section of Form TD1-WS. This worksheet may also be used to calculate your part of the amount if you are sharing it with another caregiver who supports the same dependant. You may claim this amount for more than one infirm dependant age 18 or older.

11. Amounts transferred from your spouse or common-law partner – If your spouse or common-law partner will not use all of their age amount, pension income amount, tuition amount, or disability amount on their income tax and benefit return, enter the unused amount.

12. Amounts transferred from a dependant – If your dependant will not use all of their disability amount on their income tax and benefit return, enter the unused amount. If you or your spouse's or common-law partner's dependent child or grandchild will not use all of their tuition amount on their income tax and benefit return, enter the unused amount.

13. TOTAL CLAIM AMOUNT – Add lines 1 to 12. Your employer or payer will use this amount to determine the amount of your tax deductions.

Clear Data / Protected B when completed

Filling out Form TD1
 Fill out this form only if any of the following apply:

- you have a new employer or payer, and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration
- you want to change the amounts you previously claimed (for example, the number of your eligible dependants has changed)
- you want to claim the deduction for living in a prescribed zone
- you want to increase the amount of tax deducted at source

Sign and date it, and give it to your employer or payer.

More than one employer or payer at the same time
 If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1 for 2024, you cannot claim them again. If your total income from all sources will be more than the personal tax credits you claimed on another Form TD1, check this box, enter "0" on Line 13 and do not fill in Lines 2 to 12.

Total income is less than the total claim amount
 Tick this box if your total income for the year from all employers and payers will be less than your total claim amount on line 13. Your employer or payer will not deduct tax from your earnings.

For non-resident only (Tick the box that applies to you.)
 Yes (Fill out the previous page.)
 No (Enter "0" on line 13, and do not fill in lines 2 to 12 as you are not entitled to the personal tax credits.)

Call the international tax and non-resident enquiries line at 1-800-959-8281 if you are unsure of your residency status.

Provincial or territorial personal tax credits return
 You also have to fill out a provincial or territorial TD1 form if your claim amount on line 13 is more than \$15,000. Use the Form TD1 for your province or territory of employment if you are an employee. Use the Form TD1 for your province or territory of residence if you are a pensioner. Your employer or payer will use both this federal form and your most recent provincial or territorial Form TD1 to determine the amount of your tax deductions. Your employer or payer will deduct provincial or territorial taxes after allowing the provincial or territorial basic personal amount if you are claiming the basic personal amount only.

Note: You may be able to claim the child amount on Form TD1SK, 2024 Saskatchewan Personal Tax Credits Return if you are a Saskatchewan resident supporting children under 18 at any time during 2024. Therefore, you may want to fill out Form TD1SK even if you are only claiming the basic personal amount on this form.

Deduction for living in a prescribed zone
 You may claim any of the following amounts if you live in the Northwest Territories, Nunavut, Yukon, or another prescribed northern zone for more than six months in a row beginning or ending in 2024:

- \$11.00 for each day that you live in the prescribed northern zone
- \$22.00 for each day that you live in the prescribed northern zone if, during that time, you live in a dwelling that you maintain, and you are the only person living in that dwelling who is claiming this deduction

Employees living in a prescribed intermediate zone may claim 50% of the total of the above amounts. For more information, go to canada.ca/taxes/northern-residents.

Additional tax to be deducted
 You may want to have more tax deducted from each payment if you receive other income such as non-employment income from CPP or QPP benefits, or old age security pension. You may have less tax to pay when you file your income tax and benefit return by doing this. Enter the additional tax amount you want deducted from each payment to choose this option. You may fill out a new Form TD1 to change this deduction later.

Reduction in tax deductions
 You may ask to have less tax deducted at source if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, Request to Reduce Tax Deductions at Source, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Forms and publications
 To get our forms and publications, go to canada.ca/cra-forms-publications or call 1-800-959-5525.

Personal information (including the SIN) is collected and used to administer or enforce the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be disclosed to other federal, provincial, territorial, aboriginal or foreign government institutions to the extent authorized by law. Failure to provide this information may result in paying interest or penalties, or in other actions. Under the Privacy Act, individuals have a right of protection, access to and correction of their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 120 on information about Programs and Information Holdings at canada.ca/cra-information-about-programs.

Certification
 I certify that the information given on this form is correct and complete.

Signature _____ Date _____

It is a serious offence to make a false return.

Important Contacts

Human Resources Department

Colette Shwetz

Director of Human Resources

cshwetz@nanlegal.on.ca

Phone: 807-633-8158

TBD

HRIS/Training Coordinator

Liberty Gorman

HR - Recruitment Coordinator

lgorman@nanlegal.on.ca

Phone: 807-633-0529

Kurtis Kannus

HR Assistant

kkannus@nanlegal.on.ca

Phone: 807-620-0294

Finance Department

Joshua Swearengen

Director of Finance

jswearngen@nanlegal.on.ca

Joanne Cheechoo

Finance Manager

jcheechoo@nanlegal.on.ca

Phone: 807-766-7087

Tracey Coultis

Accounts Payable Officer

tcoultis@nanlegal.on.ca

Phone: 807-620-9199

Nicole Mineau

Payroll Officer

nmineau@nanlegal.on.ca

Phone: 807-620-7247

IT

Claudio Morison

cmorison@nanlegal.on.ca

Phone: 807-628-5586

Travel Coordinator

Rachel Catroppa

rcatroppa@nanlegal.on.ca

Phone: 807- 627-7698



HRIS (Employee Information System)

During this orientation you will be provided with a step-by-step guide on how to access and utilize the employee information system. This includes important routine processes that all staff are required to complete, including:

1. Bi-Weekly Timesheet
2. Request for Leave
3. Check Requisition
4. Travel Advance/Claim

