

Nishnawbe-Aski Legal Services Corporation

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July 11, 2022

Stella Kiokee-Koostachin
Community Legal Worker
C/o Nishnawbe-Aski Legal Services Corporation
Thunder Bay, ON P7E 2R6

Mailing Address:

1805 Arthur St. East
Unit 100
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Website:
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Private and Confidential

Dear Stella:

This letter is to inform you that the additional duties assigned to you on **May 23, 2022**, are no longer required as the Community Legal Worker (CLW) in Timmins on leave, has returned to their regular duties.

Therefore, as per the letter (attached) sent to you on **May 27, 2022**, your temporary salary increase of \$52,529.93 to \$63,035.96 to support the Community Legal Worker's (Timmins) duties during their leave, will be discontinued and your salary will be re-adjusted back to **\$52,529.93**, effective **July 18, 2022**.

In addition, your added duties of covering and assisting with Moosonee Courts will also be discontinued on **July 18, 2022**.

Stella, we appreciate all your support during this temporary leave.

Sincerely,



Colette Shwetz
HR Manager

Cc: Finance Department



Head Office:

1388 Fort William Rd, Fort
William First Nation, ON P7J
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Nishnawbe-Aski Legal Services Corporation

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May 27, 2022

Private and Confidential

Dear Stella:

We are very pleased to inform you that you have been approved for a temporary salary increase from **\$52,529.93** to **\$63,035.96** as per NALSC policy for assuming additional duties during a Community Legal Worker's (CLW) leave in Timmins. This temporary increase is effective May 23, 2022.

These additional duties will include covering and assisting with the Moosonee courts.

This increase will remain in effect as long as you perform these additional duties or until the CLW returns from leave. Once you are no longer performing the above extra duties, your annual salary will return to \$52,529.93.

Stella, we would like to thank you for your continued dedication and hard work you do in your role as Community Legal Worker and for the Organization. If you have any questions, please contact your manager to discuss.

Sincerely,



Colette Shwetz
HR Manager

Cc: Finance Department

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