

EMPLOYMENT AGREEMENT

BETWEEN:

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
hereinafter called "NALSC"

- and -

Lucie Longpeter

1. Employment

You will hold the position of **Victim Witness Liaison Worker** operating out of NALSC's office in **Thunder Bay** and will report to the Manager of the Victim Witness Program. A brief job description for this position, which may be amended by the Company from time to time, will be provided to you during your orientation by your Supervisor. 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.

2. Term

You will commence your permanent employment on **April 1, 2020**, subject to the termination provisions contained herein.

Additional Terms

- a. Effective **April 1, 2020**, you will temporarily work in the Talking Together Program, providing services to North Bay (CCCM) and the James Bay Area. You will receive an annual salary of **\$55,000** while assuming this temporary position.
- b. You will begin your role in your new position as Victim Witness Liaison worker from the Thunder Bay office immediately upon NALSC resuming regular operations (after closing due to COVID-19 Pandemic) or you are notified otherwise.
- c. Your salary will adjust to the Victim Witness Liaison starting wage, as stated in this contract, when NALSC resumes its regular operations or you are notified otherwise.

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 and Benefits

You will receive the following compensation and benefits:

- (a) **Salary.** You will be paid an annual salary of **\$47,000**. Upon successfully completing your probationary period, you will receive an increase in your annual salary to **\$50,000**. Our payroll is administered bi-weekly.
- (b) **Benefits.** You will be entitled to participate in the benefit plan offered by NALSC to its employees during the term of this Agreement. The benefit plan is available to you following the completion of your probationary period, described above. NALSC reserves the right to vary the benefit plan at any time at its sole discretion.
- (c) **Pension.** You will be entitled to participate in the pension plan offered by NALSC to its employees during the term of this Agreement. The pension plan is available to you following the completion of your probationary period, described above. NALSC reserves the right to vary the pension plan at any time at its sole discretion.

You agree and acknowledge that all benefit coverage and enrolment in NALSC's pension plan shall cease upon the last day of employment in the event of your resignation or your termination for just cause, or, if you are terminated without cause, shall cease at the end of the notice period outlined in section eight (8) below or as prescribed by section 57 of the ESA.

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 full-time position and your regular hours of work are from **9am – 5pm, Monday through Friday**, with a one (1) hour lunch break, for a total of thirty-five (35) hours per week, but may be changed based on NALSC's needs.

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 direct supervisor within 24 hours of working such hours. Any overtime hours will be allotted to you via lieu time hours at your regular rate of pay and are subject to approval **prior** to accumulating them.

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.

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) **Just Cause.** If you engage in any act or omission which constitutes just cause at law, this Agreement will terminate immediately and you shall receive no payments other than accrued wages and vacation entitlements to the date of termination.

(b) **Without Cause.** In the absence of just cause, NALSC may terminate this Agreement for any reason and at any other time upon providing you with your entitlements pursuant to the ESA. This notice or pay in lieu of notice shall be calculated on the basis of your base salary only and shall be in full satisfaction of any obligations owing to you by NALSC, statutory, common law or otherwise.

(c) **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.

Lucie, 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.

Employee Signature

Date

Please see attached email

Colette Shwetz

From: Lucie Longpeter
Sent: April 1, 2020 6:27 PM
To: Colette Shwetz
Subject: Re: VWL Job Offer

I accept the offer for the position of Victim Witness Program for NLSC as per contract dated April 1, 2020.

Lucie Longpeter

Talking Together Program
NAN Legal Services Corporation
1805 Arthur St. East
Thunder Bay, ON
P7E 2R6

W) 1-800-465-5581
O) 807-474-4378
C) 807-357-5700

From: Colette Shwetz <cshwetz@nanlegal.on.ca>
Sent: Tuesday, March 31, 2020 4:00 PM
To: Lucie Longpeter <llongpeter@nanlegal.on.ca>
Cc: Carol Buswa <cbuswa@nanlegal.on.ca>
Subject: VWL Job Offer

Hello Lucie,
I hope you are doing well and keeping safe.

We are very pleased to offer you the position of **Victim Witness Liaison in our Thunder Bay office!**

I have attached a job offer for your review. We ask that you carefully review the contract in its entirety. If you agree with the terms of the contract, please print out the contract, sign it, and scan/fax it back to me. I realize that you may not have access to a printer or scanner at this time. I would be willing to accept an email stating that you have read the terms of the contract in full and agree to terms.

Should you have questions about the terms of the contract and would like to discuss them with me, please feel free to contact me at any time.

Thank you and I look forward to hearing from you.

Colette Shwetz

Human Resource Manager

[Nishnawbe-Aski Legal Services Corporation](#)

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