

Nishnawbe-Aski Legal Services Corporation

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June 29, 2021

Rhain Mainville
Thunder Bay, ON

Re: Employment Agreement – Custodial/Maintenance Worker – Thunder Bay

Mailing Address:

1805 Arthur St E
Thunder Bay, Ontario
P7E 2R4

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

Email:
info@nanlegal.on.ca

Website:
<http://www.nanlegal.on.ca>



Head Office:

109 Mission Rd. Fort
William First Nation, ON
P7J 1K7

Dear Rhain

On behalf of Nishnawbe-Aski Legal Services Corporation ("NALSC"), I am pleased to offer you employment as a Custodial/Maintenance Worker 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.

Rhain, we warmly welcome you to NALSC. We look forward to working with you and look forward to a mutually successful future together!

Yours truly,

Colette Shwetz
HR Manager

EMPLOYMENT AGREEMENT

BETWEEN:

**NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
hereinafter called "NALSC"**

- and -

Rhain Mainville

1. Employment

You will hold the position of **Custodial/Maintenance Worker** operating out of NALSC's office in **Thunder Bay** and will report to the **Human Resource Manager**. 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 full time position as of **May 1, 2021**, subject to the termination provisions contained herein. This position is subject to funding available for the position of **Custodial/Maintenance worker**.

3. Probationary Period

The mandatory 3-month probationary period has been waived as per the **NALSC Probationary Period Policy**.

4. Compensation and Benefits

You will receive the following compensation and benefits:

(a) **Salary.** You will be paid **48,000** yearly. 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. Your benefits will begin effective **July 1, 2021**. 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. Your pension will begin effective July 1, 2021. 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 enrollment 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

You shall be entitled to **1.25 days per month** for the year in which you commence your employment. You shall be entitled to **3 weeks' paid vacation** per year which will be prorated for the year in which you commence your employment and increases in accordance with HR Policy. Please note, vacation entitlement is per your annual hire date and is earned throughout the calendar year. Although every effort will be made to provide you with vacation time requested, you acknowledge that there may be times when certain vacation time is denied due to the specific needs of NALSC's business. Vacation requests must be made in writing to program manager at least one (1) month prior to the requested vacation period. Should the foregoing amount be less than the minimum entitlement to vacation required in the ESA, then the minimum amount required by that statute shall apply.

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.

9. 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.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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.

14. 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.

15. 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.

16. 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.

17. Independent Legal Advice

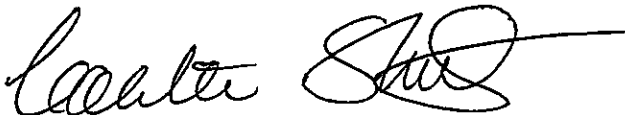
You acknowledge that you have had ample opportunity to obtain independent legal advice in connection with the negotiation and ultimate execution of this Agreement. If you did not obtain independent legal advice, it is because you understood this Agreement, and did not feel that you needed legal advice.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

18. Copy of the Agreement

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

Rhain, 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

July 2/2021

Date

Nishnawbe-Aski Legal Services Corporation

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April 24, 2023

Rhain Mainville,
C/o Nishnawbe-Aski Legal Services Corp.
Thunder Bay, ON
P7E 2R6

CONFIDENTIAL

Dear Rhain Mainville,

This letter is to notify you that effective March 26, 2023, your annual salary was already in the appropriate pay band and will remain at **\$55,000**.

All salary adjustments are based on the outcome of a compensation study conducted by Equity and More at the request of the NALSC Board of Directors and Legal Aid Ontario. This study was done using pay equity tools and methodology to ensure that positions throughout the organization were compared to each other without regard for the source of funding-- each position was rated based on different factors such as complexity, physical aspects, responsibility, and working conditions and was placed in a pay band with a salary range. Each employee moves through the range based on years of service per position – starting at **0** and reaching the top of the band after 5 yrs. of service in that role.

Your position "**Custodial & Maintenance Worker/Lease Manager**" has been placed in **Pay Band (E)** and your **Grid Position** is **(2)** based on your years of service.

In addition, to ensure general fairness in wages across the organization, the NALSC Board of Directors approved a lump sum pay increase for eligible staff whose 22/23 compensation fell below the new Pay Bands. If you did not receive a retroactive pay or a salary increase, it means that your position is already at or above the Pay Band established for your position. As explained at the last All Staff meeting, not all salaries would be increased.

More work will continue to implement the new Pay Band system which may include job description and performance reviews. Your patience is very much appreciated while we work to ensure that NALSC remains a great place to work with competitive salary and benefit packages for our employees. As this work continues, updates will be provided at All Staff meetings.

Sincerely,



Colette Shwetz
Human Resources Manager

Cc: Finance Department

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Unit 100
Thunder Bay, ON
P7E 2R6

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