

**Nishnawbe-Aski Legal Services Corporation**

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March 31, 2023

Heather Napash  
109 Kensington Drive  
Thunder Bay, ON

**RE – Temporary Salary Increase – EXTENSION**

Dear Heather,

This letter is to advise you that your temporary salary increase of **\$6,498** to provide additional duties in the “My Journey Back Home” program until March 31, 2023, has been extended to **December 29, 2023**.

After December 29, 2023, you will return to your original annual salary of **\$55,000**.

We appreciate all your additional support during this time. If you have any questions, please contact HR.

Sincerely,

Colette Shwetz  
Human Resources Manager

Cc: Finance Department

**Mailing Address:**

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P7C 3V4

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**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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April 24, 2023

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

**CONFIDENTIAL**

Dear Heather Napash,

This letter is to notify you that your annual salary has been increased from \$50,000 to **\$54,818**, effective March 26, 2023.

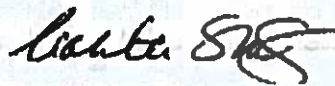
All salary adjustments are based on the outcome of a compensation study conducted by Equity and More at the request of the NALSC Board of Directors and Legal Aid Ontario. This study was done using pay equity tools and methodology to ensure that positions throughout the organization were compared to each 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 "Talking Together Facilitator" has been placed in Pay Band (E) and your Grid Position is (5) 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

**Mailing Address:**

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Thunder Bay, ON  
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