

MEMORANDUM

TO: LEAHAN LANDRY, RJW
FROM: DEREK E. LYONS, RJC
SUBJECT: RJ PROGRAM POLICY GUIDELINES
DATE: NOVEMBER 7th, 2003
C.C.: PERSONNEL FILE – L. LANDRY

As follow-up to our discussion on the telephone yesterday, I have prepared the following guidelines to provide our program with a better degree of certainty with respect to time-off, activity reports et cetera. Please review the following policy items and make note of changes that may be required to your regular routine, if applicable.

1. Activity Reports – They are required to be completed on a weekly basis. They not only keep me informed on what is going on in Zone 1, but they , perhaps most importantly, assist Zelda and her preparation of our quarterly reports to the Department of Justice.
2. Monthly First Nation Status Reports – In order for us to maintain our program and agreement with the Department of Justice, we need to have these reports up-to-date at all times.
3. Conference in Toronto on November 28th and 29th, 2003. The Crown Attorney and Department of Justice have invited us to attend a 2 day conference entitled “Gathering of Volunteers”. This conference deals with Restorative Justice issues and would be of great benefit to all of us in the NALSC Restorative Justice Program. Departure times and return times are required by early next week, so let me know, as the Crown Attorney’s office is arranging travel for us.
4. Advance Notice of Travel – All future travel must be approved of in advance by the Restorative Justice Coordinator.
5. Requests for Time Off – Must be approved by Restorative Justice Coordinator 5 working days in advance.
6. Travel and Travel Expenses – For the time being, all travel necessary to perform functions as Restorative Justice Worker is permitted. Any travel not critical in the delivery of your services as RJW must be deferred until next year (e.g. Travel as related to public information sessions and public relations – unless requested specifically by Chief and/or Council.)

If you have any questions of concerns regarding the above please contact me immediately. I will remain open to discussing the aforementioned and to suggestions that you may have regarding these policies and implementation heretofore.

Derek.

FAX COVER

Private & Confidential

DATE: NOVEMBER 7th 2003

TO: LEAHAN LANDRY

ORGANIZATION: % MATACHEWAN FIRST NATION

FAX NO: 765-565-2456

FROM: CELINA M. REITBERGER, DIRECTOR OF SPECIAL PROJECTS

DEREK E. LYONS, RESTORATIVE JUSTICE COORDINATOR

ZELDA WATT, RJ/SP ASSISTANT

<input type="checkbox"/> original to follow	<input type="checkbox"/> as per your request
<input checked="" type="checkbox"/> as discussed	<input type="checkbox"/> for your approval
<input type="checkbox"/> reply requested	<input checked="" type="checkbox"/> for comment
<input checked="" type="checkbox"/> for review	<input checked="" type="checkbox"/> for your information

MESSAGE: _____

We are transmitting 3 pages (including this cover page). If you do not receive all the pages, please call back as soon as possible.

Contact: [Signature]

THE INFORMATION CONTAINED IN THIS TELECOPY IS CONFIDENTIAL AND IS INTENDED FOR THE USE OF THE PERSONS TO WHOM IT IS ADDRESSED. IF YOU HAVE RECEIVED THIS IN ERROR, PLEASE NOTIFY US IMMEDIATELY BY TELEPHONE AND DESTROY YOUR COPY. THANK YOU FOR YOUR COOPERATION.

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Head Office:

Mattagami First Nation
75 Helen Street
P.O. Box 99
Via Gogama, Ontario
P0M 1W0

Re: policy change and garnishment of wages

Subject: Re: policy change and garnishment of wages

From: Derek E Lyons <delyons@nanlegal.on.ca>

Date: Wed, 07 Sep 2005 09:39:09 -0400

To: Leahan Landry <leahan.landry@lincsat.com>

I believe in my assistant's competence and will stand behind (NIKKI) as having said that she faxed out copies of the amended travel claim numbers.....do not scold meI have been more than patient with your requests for special leave and other related requests as I'm sure you are fully aware of.....as for the \$205.00YOU KNEW that you were overpaid, so what exactly is the problem there.....? If you have any questions or further concerns please do not hesitate to let me know....or we can bring this up with Evelyn if you wish.....Thanks.

Kind Regards, Derek.

Leahan Landry wrote:

Nishnawbe-Aski Legal Services Corporation

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L"rCLr·Δᐸ

March 28, 2007

Leahan Parrott
PO Box 51
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Head Office:

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Dear Leahan,

RE: Restorative Justice Program

As you know, the federal government is renewing the Aboriginal Justice Strategy, which means that our Restorative Justice Program will continue for at least the next 2 fiscal years.

This letter serves as notice to you of NALSC intention to rescind the termination letter dated February 26, 2007. You are to report to your regular duties as a Restorative Justice Worker on April 2, 2007. All of your benefits and seniority will be preserved.

I trust that this is satisfactory. Thank you for your patience and understanding during the unfortunate period of uncertainty regarding the program's renewal.

Meegwetch!

Sincerely,

Evelyn J. Baxter
Executive Director

c.c. Personnel File
Derek Lyons, Restorative Justice Coordinator

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION ←

EVALUATION REPORT

To be completed two times before the probationary period expires

NAME: LEAHAN LANDRY

DATE: MAR 13, 2001

CLASSIFICATION: RESTORATIVE JUSTICE WORKER ←

DEPARTMENT: DEPT OF JUSTICE

STARTING DATE: OCTOBER 2, 2000 ✓

PROBATION EXPIRES: APRIL 2, 2001 (6 months)

REPORT (1) (2)

APPRAISED BY: Celina Reitberger

EMPLOYEE'S SIGNATURE: Leahan Landry

Listed below are a number of characteristics which are important for success in any organization. Please place an X in brackets beside the descriptive phrase which most nearly describes the person being rated.

Two common mistakes in ratings are (1) a tendency to rate everyone as "average" on every trait instead of being more critical in judgement. The rater should use the ends of the scale as well as the middle, and (2) the "halo effect". eg. a tendency to rate the same individual excellent or poor on every trait based on the overall impression one has of the person being rated. However, each person has strong points and weak points and these should be indicated on the ratings scale.

A. Quantity of Work is the amount of work an individual does in a day ←
under normal conditions.

- Does not meet minimum requirements.
- Does just enough to get by.
- Volume of work is satisfactory.
- Very industrious - does more than is required.
- Superior work production record.

Comments:

B. Quality of Work is the correctness of work duties performed under normal conditions.

- Makes frequent errors and/or requires constant supervision.
- Careless and/or makes recurrent errors.
- Usually accurate - makes only an acceptable number of mistakes.
- Requires little supervision - is exact and precise most of the time.
- Requires absolute minimum of supervision - is almost always accurate.

Comments:

C. Job Knowledge is the information concerning work duties which an individual must possess for ^{satisfactory} satisfactory job performance.

- Poorly informed about work duties.
- Lacks knowledge of some phases of work.
- Moderately informed - can answer most common questions.
- Understands all phases of work.
- Has completely mastered all phases of job.

Comments:

D. Friendliness is the sociability and warmth an individual imparts in his attitude towards his fellow employees, superiors, etc.

- Very distant and aloof.
- Approachable - friendly once known by others.
- Warm, friendly, sociable.
- Very friendly and out-going.
- Extremely friendly - excellent at establishing good will.

Comments:

E. Attendance is faithfulness in coming to work daily and conforming to hours of work.

- () Often absent and/or frequently reports for work late.
- () Lax in attendance and/or reporting for work on time.
- () Usually present and on time.
- Very prompt - regular in attendance.
- () Always regular and prompt - volunteers for overtime when needed.

travel

Comments:

- strong interpersonal skills,
- established good working relationship w.
people in communities & the Court.

Please indicate if any problem areas exist, and if so, what corrective action has been taken.

- needs to be more flexible.
- if things are delayed - be prepared for no other eventualities.

Recommended for permanent employment (circle one) YES NO
(To be completed only on second report)

INSTRUCTIONS:

Listed below are a number of characteristics important in any organization. Please place an 'X' in brackets beside the descriptive phrase that most nearly describes the person.

Two common mistakes in ratings are:

- (1) a tendency to rate everyone as 'average' on every trait instead of being more critical in judgment and
- (2) the 'halo effect', for example, a tendency to rate the same individual excellent or poor on every trait based on the overall impression one has of the person being rated.

Each person has strong points and weak points and these should be indicated on the rating scale.

PERFORMANCE EVALUATION		PAGE 1
5= Excellent 4= Very Good 3= Good 2= Fair 1= Poor 0= Unsatisfactory		
Employee Name	Job Title	Evaluation Date
LEAHAN LANDRY	RESTORATIVE JUSTICE WORKER	OCT/15/01
Supervisor's Name GERRIT VERBEEK IVAN IZERHOFF	Supervisor's Title LAWYER	
PART A: QUALITY OF WORK		
The correctness of work duties performed under normal conditions.		
<input type="checkbox"/>	makes a variety of errors on a frequent basis.	
<input type="checkbox"/>	duties still performed inconsistently.	
<input checked="" type="checkbox"/>	usually accurate – makes only an acceptable number of mistakes.	
<input type="checkbox"/>	exceptionally accurate – is exact and precise.	
Comments:		
I personally have not seen Leahan make any mistakes. She is competent and accurate.		
/5		
PART B: QUANTITY OF WORK		
The amount of work an individual does in a day under normal conditions.		
<input type="checkbox"/>	does not meet minimum requirements.	
<input type="checkbox"/>	does just enough to get by.	
<input checked="" type="checkbox"/>	volume of work is satisfactory.	
<input type="checkbox"/>	very industrious – does more than is required.	
Comments:		
Keeps herself busy - does as much as she can - goes after things - is industrious		
/5		

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

PERFORMANCE EVALUATION

PAGE 2

5= Excellent 4= Very Good 3= Good 2= Fair 1= Poor 0= Unsatisfactory

PART C: JOB KNOWLEDGE

The information concerning work duties that an individual must possess for satisfactory job performance.

- inadequate knowledge of current job duties.
- lacks knowledge of some job duties.
- demonstrates a basic understanding of all duties.
- knowledge thorough enough to perform without assistance.

Comments:

In-between in the ratings - performs most duties without assistance - not afraid to ask questions when she does not know

/5

PART D: CO-OPERATION (with Supervisor)

An individual's willingness to accept direction.

- resents receiving direction and demonstrates resentment in some manner.
- accepts direction but unwillingly.
- willingly accepts direction.

Comments:

Excellent in this respect - very cooperative / helpful and easy to work with

/5

PART E: CO-OPERATION (with Co-workers)

Has a willingness to voluntarily assist fellow employees in completing a given task.

- rarely will give voluntary assistance to fellow employees.
- occasionally will give voluntary assistance to fellow employees.
- when able, has demonstrated a willingness to assist fellow employees.

Comments:

Very helpful - does not have to be ^{asked} helped for help assistance.

/5

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

PERFORMANCE EVALUATION

PAGE 3

5= Excellent 4= Very Good 3= Good 2= Fair 1= Poor 0= Unsatisfactory

PART F: JUDGMENT

The ability to make correct decisions under any circumstances.

frequently makes incorrect decisions.

has some problems making correct decisions.

most decisions are correct.

rarely makes incorrect decisions.

Comments:

Has good instincts - is good with people - everything I have seen has been positive

/5

PART G: ATTENDANCE

Consistently comes to work daily and conforms to hours of work.

lax in attendance and/or reporting to work on time.

usually present and on time.

very prompt - regular in attendance.

Comments:

Always on time - does not miss work - takes her responsibilities seriously

/5

Please indicate any problem areas that exist and recommend the corrective action to be taken.

No problem areas from what I have seen. Is becoming more confident + competent with time.

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

EVALUATION FORM

RESTORATIVE JUSTICE WORKER



INSTRUCTIONS:

Listed below are a number of characteristics important in any organization. Please place an 'X' in brackets beside the descriptive phrase that most nearly describes the person.

Two common mistakes in ratings are:

- (1) a tendency to rate everyone as 'average' on every trait instead of being more critical in judgment and
- (2) the 'halo effect', for example, a tendency to rate the same individual excellent or poor on every trait based on the overall impression one has of the person being rated.

Each person has strong points and weak points and these should be indicated on the rating scale.

PERFORMANCE EVALUATION **PAGE 1**

5= Excellent 4= Very Good 3= Good 2= Fair 1= Poor 0= Unsatisfactory

Employee Name	Job Title	Evaluation Date
Leaban handry	Restorative Justice Worker	October 15, 2001
Supervisor's Name	Supervisor's Title	
Bernie Verbeek Juan J. Serhoff	Lawyer P. h. E. Coordinator	

PART A: QUALITY OF WORK

The correctness of work duties performed under normal conditions.

<input type="checkbox"/>	makes a variety of errors on a frequent basis.
<input type="checkbox"/>	duties still performed inconsistently.
<input checked="" type="checkbox"/>	usually accurate – makes only an acceptable number of mistakes.
<input type="checkbox"/>	exceptionally accurate – is exact and precise.
Comments: should say I'm usually accurate, I feel fortunate enough that should I have questions or concerns I can always talk to someone at the office	
4/5	

PART B: QUANTITY OF WORK

The amount of work an individual does in a day under normal conditions.

<input type="checkbox"/>	does not meet minimum requirements.
<input type="checkbox"/>	does just enough to get by.
<input type="checkbox"/>	volume of work is satisfactory.
<input type="checkbox"/>	very industrious – does more than is required.
Comments: Each day is different, sometimes there is more work on some days & very little on other days. I use my time wisely. (i.e.) keep myself busy working on preparing pamphlets for committees, doing research, reading materials etc.	
4/5	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

PERFORMANCE EVALUATION

PAGE 2

5= Excellent 4= Very Good 3= Good 2= Fair 1= Poor 0= Unsatisfactory

PART C: JOB KNOWLEDGE

The information concerning work duties that an individual must possess for satisfactory job performance.

- inadequate knowledge of current job duties.
- lacks knowledge of some job duties.
- demonstrates a basic understanding of all duties.
- knowledge thorough enough to perform without assistance.

Comments: *I have a good knowledge of the position but I still require assistance (e.g. Inwood abuse case.*

4/5

PART D: CO-OPERATION (with Supervisor)

An individual's willingness to accept direction.

- resents receiving direction and demonstrates resentment in some manner.
- accepts direction but unwillingly.
- willingly accepts direction.

Comments: *I am always looking for direction & when I get it, I willingly accept it.*

4/5

PART E: CO-OPERATION (with Co-workers)

Has a willingness to voluntarily assist fellow employees in completing a given task.

- rarely will give voluntary assistance to fellow employees.
- occasionally will give voluntary assistance to fellow employees.
- when able, has demonstrated a willingness to assist fellow employees.

Comments: *I often ask fellow employees to let me know anytime should they require assistance. I also volunteer to*

4/5

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

PERFORMANCE EVALUATION

PAGE 3

5= Excellent 4= Very Good 3= Good 2= Fair 1= Poor 0= Unsatisfactory

PART F: JUDGMENT

The ability to make correct decisions under any circumstances.

- frequently makes incorrect decisions.
- has some problems making correct decisions.
- most decisions are correct.
- rarely makes incorrect decisions.

Comments: *When I am unsure of anything, I will always ask someone for help*

4/5

PART G: ATTENDANCE

Consistently comes to work daily and conforms to hours of work.

- lax in attendance and/or reporting to work on time.
- usually present and on time.
- very prompt – regular in attendance.

Comments: *I am usually on time and very regular in attendance.*

4/5

Please indicate any problem areas that exist and recommend the corrective action to be taken.

I need more experience in certain cases (e) Sexual abuse cases. I need training/experience public speaking and I think that with experience I'll get more confident. The corrective action to be taken with the experience & time I truly do enjoy this position and I am always looking for ways to improve. I will be soon be taking Ojibway language lessons.

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

PERFORMANCE EVALUATION

PAGE 4

5= Excellent 4= Very Good 3= Good 2= Fair 1= Poor 0= Unsatisfactory

FINAL REVIEW OF PERFORMANCE NARRATIVE

Date	Name	Job Title
Date Started		

EMPLOYEE COMMENTS

- Please see previous page

TOTAL

28/35

APPROVALS

Prepared By	Title	Date
Reviewed By	Title	Date
Employees Signature		Date
<i>Leahon Sandie</i>		<i>October 15, 2001</i>

Employee's signature does not necessarily constitute agreement with this evaluation.

**NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM**

Restorative Justice Worker

Name of Employee Being Reviewed:	Leahan Landry
Job Title:	RTW
Employed Since:	October 03, 2000
Direct Supervisor:	Derek Lyons
Last Review Date:	Nov 2002
Date of This Review:	
Name of Reviewer(s):	

The supervisor and the staff will comment on the areas set out below, as applicable. The staff member shall circulate his/her comments to the supervisor at least three (3) days before the scheduled review date.

Rating Schedule

- E = Exceptional
- A = Acceptable
- A/I = Acceptable with Room for Improvement
- U = Unacceptable
- NA = Not Applicable

PART I

Task/Item	Rating	Comments
Information gathering, interview skills, professionalism	E	- Info gathering skills are good. They are done in a timely manner & organized fashion. My interview skills are good. I feel dm seen by all parties as neutral, informative & helpful - always conduct myself in a professional manner & ensure integrity of the program & NALS

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION EVALUATION FORM

Task/Item	Rating	Comments
Identifies issues to be resolved	A	- good handle on identifying issues & I'm very comfortable asking my supervisor and/or co workers for guidance.
Complete training in facilitation of Community Accountability Conferencing (CAC).	A/I	- I'm trained as a facilitator but there is always room for improvement - workshops, mediation training. - would like to have power pt presentation so can use at training sessions (did do one but that's ok)
Exercises judgement in deciding who to refer client to, seeks advice from supervising lawyer(s) when appropriate	A/I	- always seek advice from supervising lawyers & have them call the client or I relay the info but provide names & numbers of lawyers. - also seek advice from my supervisor & co workers - need training w/ various legal issues
Assesses and refers matters when such matters require legal services beyond restorative justice program	A	- Refer to all NASH lawyers & seek advice from lawyers, co workers, and supervisor.
Ensures client understands advice and direction given	A	- I feel I leave the client with a positive feeling that they understand the advice & direction given. If I feel they don't understand I provide names & #s of those who may better explain it - as far as RJP, I feel I ensure all clients understand advice & direction given via paperwork

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION EVALUATION FORM

Task/Item	Rating	Comments
Completes and documents contacts, accurately and completely	E/J	I write down everything. I've helped develop documents (i) Record of Services Plan of care for TT etc. - always room for improvement (i) get tape recorder for notes facilitated alone
Exercises good judgement	A	I feel my reputation is important & I feel I always use good judgement in all work related situations. - seek advice of others as well
Keeps abreast of changes in the law that impact the restorative justice program.	A	In spare time I research & read articles. D of J has website with great articles. Some articles I've shared with co workers. - attended YCA meeting in New Ireland - would like to do something w: RS week
Visit the communities to determine their level of progress in CAC and hold community meetings to educate and to determine needs and wishes.	U	- Have not visited the communities due to travel budget. Have not held meetings to determine needs & wishes - held one in Attawapiskat, Cochrane, Moosonee. - helped set up RS committee in Attawapiskat
Liaise with court, police, judges, and probation officers to arrange for mechanism to divert charges to CAC.	A/J	- Do this when I do visit clients I feel this established & maintained. good working relationship with those listed. - set up protocol with OPP -> need referrals from CA and requests

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION EVALUATION FORM

Task/Item	Rating	Comments
Visit each community twice monthly and conduct at least <u>one</u> CAC per visit as resources tolerate.	U	Can't visit communities (no travel) - felt there are less community referrals as a result. but still get referrals from court
Provide resources for Community Justice Circles and support those who wish to conduct their own CA Conferences.	A	- always try to be helpful & provide resources NB: RJ. - moosonee. Friendship Centre trying to set up their own prog. I have corresponded with the coordinator numerous times. clive reviewed her info & provided her with all resources I have on file. think of - helped set up committee in at-a-wap-iskat.
Maintain records of conferences and provide timely follow-up reports and final reports once agreements are completed.	A	- always maintain records, provide copies to BALS for files. - provide follow up reports (sometimes hard to get hold of clients (at-a-wap-iskat)) - always ensure all participants updated from beginning to end
Provide database spreadsheet information on a monthly basis.		- provide weekly reports in timely manner as well as monthly stats
Obtain qualitative community evaluation of services and provides findings to the Restorative Justice Coordinator on a monthly basis.	AS	always mail out questionnaires for feedback - NO feedback from BALS on effectiveness of this method.

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION EVALUATION FORM

Task/Item	Rating	Comments
Attend Courts as they occur to liaise with Crown, Police, Probation Officers, and Justice Committee to arrange conferences.	A/S	Not able to attend Court until recently. I try to make good use of my time while there - liaise with CA, Court workers, officers
Hold community meetings to educate them in diversion and to determine needs and wishes on a bi-monthly basis.	U	- Not able to visit communities due to travel budget. - did meet with Ottawa police, Co-ops, & Moosemen for TT+blubs on RJ)
Submit monthly database and quantitative evaluation reports.		Answered on previous page?
Perform other related duties as required in furtherance of the mandate of the Corporation.		- helped with draft protocol between NALS & Shuben Bay Indian Friendship Centre. - helped with DPP protocol - make referrals - uphold reputation of Co. - helped with handling research - advise time spent to write about

Stevie Re: Under
→ TT used alot of my material for their training manual (e/ prep letters, Rescripts, Reservations, etc.

**NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM**

**PART II
PERFORMANCE OBJECTIVES & REQUISITE SKILLS -
EXPECTATIONS & RESULTS**

COMMUNICATION

Task/Item	Rating	Comments
Keeps supervisor and others informed of relevant information on a need to know and timely basis. Ensures instructions and messages are clear, terms are explained and tone of voice is informative and does not assign blame.	AT	- always call when need advice - Submit weekly reports in timely manner. - default to always keep positive tone with co-workers/supervisors - we need to disagree & feel this is mutually understood. - always professional to clients & front-line workers.
Ensures assertive communication style is practiced as much as possible. Effectively communicates position and demonstrates that others positions are respected. Expression of feelings and opinions is honest, and appropriate.	AT	- could use training in how to effectively communicate. No complaints / suggestions fr others about my current style. - need to learn assertiveness. - with my supervisor my opinions are honest but may not always be appropriate.
Written communication is clear, concise, organized and persuasive. Plain language is used.	AT	- when appropriate I seek advice of supervisor re: written correspondence
Communicates effectively with clinic callers and clients, showing respect, empathy and being non-judgmental of client's lifestyle or other matters. Preserves client's dignity, fosters client confidence and trust in staff member and the clinic.	A	but I do this with clients - always try to reassure offender, victim, clients & encourage them to contact me with their ? or concerns

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION EVALUATION FORM

Task/Item	Rating	Comments
Ensures the client is updated on all file developments, and that instructions are always received and documented to the client's file.	A	- all participants updated always from beginning to end (calls, visit, interview, prep letters, summary, progress reports, final report, thank you & questionnaire)
Responds quickly to client telephone messages or other inquiries.	A	- calls same day when possible. - machine states & check messages daily (even if traveling or Wesp) & do
Communicates effectively with community groups and representatives ensuring that the Corporation's reputation is upheld and enhanced.	A/I	nervousness in front of large groups is a weakness. I don't feel I can communicate as effectively as I could one on one - do try to ensure corporation's reputation upheld. I need a letter from E.P stating people have told her I conduct myself in a professional & respectful manner I feel important to get this feedback (of any kind)
Complies with Board policies regarding media and other contact.	N/A	

TEAM PLAYER

Task/Item	Rating	Comments
Understands the importance of his/her own and others jobs to the organization.	A/I	great understanding of the importance of my job - may not have for others' jobs

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION EVALUATION FORM

Task/Item	Rating	Comments
Assists others during peak load times.	A	Assist supervisor (draft protocol between TBFC & NASH) OPP Protocol. assist in funding research assist staff at NASH & co workers.
Takes pride in his/her own and others' work and the results of the organization. Collaborates and consults with others, as necessary, to complete the work of the organization.	A+	definitely take pride in my own work as well as co workers. Feel proud when we've accomplished successful circles or protocols. - do collaborate with other (not too often)
Volunteers and makes useful contributions in meetings and committees.	N/A	no meetings re: NASH but am involved in many local committees.
Honours the ground rules for working in a productive and caring manner.	A	feel productive & always say these are real people & real lives. I take that seriously & generally care for these families.

INTERPERSONAL

Task/Item	Rating	Comments
Is attentive to others. Consults and collaborates with others as required. Addresses and resolves conflict onstructively. Uses appropriate humour and avoids hurtful gossip.	A+	attentive to co workers - consult with others as required -> can learn to address conflict constructively.

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION EVALUATION FORM

Task/Item	Rating	Comments
Calms irate clients and uses tact when dealing with same.	A/1	- don't have irate clients - feel & use tact when have to
Demonstrates the ability to motivate others.	A	

DEPENDABILITY AND FOLLOW-THROUGH

Task/Item	Rating	Comments
Responds promptly and responsibly to supervisor's and co-workers' reliance on and requests for cooperation and assistance. Follows through on promises to carry out tasks etc.	A	Respond promptly to supervisor & He assistant as well as other staff and/or clients. Requests for cooperation & assistance - do feel & follow through
Assumes responsibility and expects to be held accountable for completing job assignments in an efficient and timely manner.	A/1	- assume responsibility or keep open mind when others feel this way. - do expect to be accountable for completely assignments.
Provides supervisor with regular and prompt updates on the progress of work and possible problems on an as needed basis.	A	- always

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

Task/Item	Rating	Comments
Attends regularly and punctually at the office (s), meetings, client appointments, community meetings, etc.	A/2	- Always present punctual with clients, appointments, meetings.
Ensures office security at all times, and client confidentiality.	A	- always lock files in fully cabinet.

EFFORT

Task/Item	Rating	Comments
Consistently and dependably works towards the completion of job responsibilities, assigned tasks, and results to the fullest extent of his/her responsibilities.	A	Cheryl does this & am dependable when assigned tasks. I put full effort into it as well.
Maintains a regular flow of work without undue delay and the need for reminders.	A/2	- Sometimes work is slow & I make good use of this time. However at times there is more work and I must prioritize. Sometimes delay is inevitable! Can't get a hold of clients.
Work hours are used productively.		- always make good use of work hours - when slower, use time to organize files, write short stories, research, etc.

**NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM**

Task/Item	Rating	Comments
Brings enthusiasm to his/her work.	A/I	try to bring enthusiasm to work comes with clients, court affairs etc

INITIATIVE

Task/Item	Rating	Comments
Identifies and takes on relevant and appropriate tasks when major responsibilities are completed.	A/I	as mentioned always make relevant use of my time
Identifies and strives to solve problems and offers innovative suggestions for positive change.	A/I	I feel when I have opportunity I do contribute ideas & suggestions.

JOB KNOWLEDGE

Task/Item	Rating	Comments
Knows the Corporation's goals, Board policies, office practices and procedures, and job responsibilities.	A/I	feel I have good knowledge of those listed

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION EVALUATION FORM

Task/Item	Rating	Comments
Possesses professional or technical knowledge and skills required in the position.	A/D	Possess professional knowledge & skills but as mentioned earlier, there is always room for improvement
Shows increasing skill in utilizing office equipment, particularly personal computers. This would include adequate typing and word processing skills, maintaining up to date directories, understanding computer network, backing up files appropriately.	A/D	- I type well and use word perfect. I would like training in Microsoft as I do have the program & it would be compatible with what most other organizations use including NALS

JUDGEMENT AND ANALYTICAL SKILLS

Task/Item	Rating	Comments
Identifies problems or opportunities within the parameters of his/her job. Sorts out peripheral issues and sets priorities accordingly. Collects and analyses data logically. Consults with others and refers to others appropriately. Develops and implements sound and timely solutions.	A/D	- I identify problems & opportunities w/ bill for other programs within NALS re: family, leases, etc.

TIME MANAGEMENT

Task/Item	Rating	Comments
Understands the importance of using work time effectively and productively.	A	As mentioned, always make good use of my work time. I prioritize & always have a to do list.

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION EVALUATION FORM

Task/Item	Rating	Comments
Makes appropriate priorities between work tasks.	A/I	always prioritize. may not be my priority
Delegates as appropriate.	N/A	

GOALS & OBJECTIVES

Task/Item	Rating	Comments
Has met or exceeded the performance goals agreed to during the last evaluation, (detail if appropriate)		can't recall if goals were set
Assists in the development of Corporation's goals, including accurately completing the report to the Board.	A/I	always assist in the development, including accurately complete reports to my supervisor
Has met or exceeded goals agreed to by the Corporation and program overall, and assigned to him/her.	A/I	ful met goals of the program however there needs to be more continued education on the program - someone needs to do this

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION EVALUATION FORM

TRAINING

Task/Item	Rating	Comments
Undertakes, willingly, all training opportunities, and implements new skills and knowledge appropriately.	A/I	<p>ask for & take advantage of training opportunities especially when I feel it will be worthwhile (new skills/knowledge)</p> <p>- Sometimes have a hard time with travelling or being away from home.</p>
Identifies new training opportunities needed, and develops an action plan.	A/I	<p>- keep Supervisors informed of upcoming training - fax/email, call</p>

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

GOALS & OBJECTIVES STATEMENT

Development Desired	Plan for Development (Include Timelines)
<p>Be more visible in Communities</p>	<ul style="list-style-type: none"> - plan for spring travel - perhaps work with chWPTT & in joint effort provide training to each community - has not been done in a few years - budget?
<p>be provided with a power point CD Ni R3 & presentation</p>	<ul style="list-style-type: none"> - plan for all R3W a training session on how to train others or educate other effectively & how to use the PP presentation
<p>need new training manuals and NARS glue covers (pens, maps, pins)</p> <p>would also like a NARS bag to carry files</p>	<ul style="list-style-type: none"> - have asked for in the past but not need. - aware manuals being printed - need <u>posters</u> sent as a p to OPP detachments - embarrassed by the delay & lack of follow up that happened
<p>would like to be involved in R3 week (Nov 14)</p> <p>if our org should do something to acknowledge R3 week</p>	<ul style="list-style-type: none"> - plan this spring with supervisor & R3W's on what to do next year or what is happening in our area - next year.

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION EVALUATION FORM

Development Desired	Plan for Development (Include Timelines)
<p>all forms to be updated and e mailed with the logs. Some forms still say CAE & it is now AS I would be order to need a template & new clean rather than a fax I have requested letterhead with new address - is this available?</p>	<p>- as soon as can be completed (if letterhead with new address to be mailed.</p>

If you need more room, please attach.

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

PERFORMANCE REVIEW SUMMARY

Supervisor's Summary

Reviewer's Signature

Date

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION EVALUATION FORM

PERFORMANCE REVIEW FORM

COMMENTS

We have both read the summary of the Personnel Evaluation and the Goals Statement and it accurately reflects our review.

Employee's Comments	
Employee's Signature	Date

Supervisor's Comments	
Supervisor's Signature	Date

MEMO

Refer to WJYM.

TO: DEREK LYONS, RESTORATIVE JUSTICE COORDINATOR
FR: LEAHAN LANDRY, RESTORATIVE JUSTICE WORKER
DATE: JUNE 11, 2004
RE: HIGH SPEED INTERNET SERVICE

Matachewan First Nation is setting up high speed internet for their officer. I am requesting this service as well. Currently I pay for my own internet service fee and NALS pays for the telephone /internet line.

I will require a PCMCIA card for my lap top. This was quoted at \$104.00 (for the card, cord and installation). The company is from Kirkland Lake called Wiggy's Elite World.

Fabian Batise, Band Manager has stated it will cost NALS \$30.00 a month for the high speed internet service. An option is to raise the NALS rent by \$30.00 a month. This means that the price NALS is paying now for the internet (telephone) line will no longer have to be paid by NALS.

KNET

Nishnawbe-Aski Legal Services Corporation

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L "PCL P-Δ"

January 21, 2004

Leahan Landry
Restorative Justice Worker
Matachewan First Nation
PO Box 208
Matachewan, ON P0K 1M0

Mailing Address:

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Thunder Bay, Ontario
P7B 2V3

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Website:
[Http://www.nanlegal.on.ca](http://www.nanlegal.on.ca)



Head Office:

Mattagami First Nation
75 Helen Street
P.O. Box 99
Via Gogama, Ontario
P0M 1W0

Dear Leahan:

RE: Recent visit to Timmins

Mary Jean Robinson and I recently toured Timmins to meet with various legal service providers in order to examine how NALSC is fitting in or not into the system. We gathered good information which will help us determine how to maximize our service and presence in Timmins.

While most of our tour involved Legal Aid matters, we encountered various people who mentioned you and the work that you do. I am pleased to report that all the people we met with felt compelled to tell us that they thought that you do very good work and that the program is worthwhile. For your information, we met with the Crown Attorneys, the Friendship Centre, the Legal Clinic, Wabun and the Legal Aid panel lawyers.

Hearing good things about our staff is always welcome, but I also felt that you should know this too, and that you are encouraged to keep up the good work and to continue to represent NALSC and the Restorative Justice program in a professional and effective manner. Congratulations for attracting positive attention and respect for our program!

Sincerely,

Evelyn J. Baxter Robinson
Executive Director

c.c. Derek Lyons
Board of Directors
Deputy Grand Chief Kakegamic
Personnel File

**NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM**

Restorative Justice Worker

Name of Employee Being Reviewed:	Leahan Parrott
Job Title:	Restorative Justice Worker
Employed Since:	October 2000
Direct Supervisor	Derek E. Lyons
Last Review Date:	Sent in my completed evaluation form on May 27, 2008. I did not receive a review/interview.
Date of This Review:	December 17, 2009
Name of Reviewer(s):	

The supervisor and the staff will comment on the areas set out below, as applicable. The staff member shall circulate his/her comments to the supervisor at least three (3) days before the scheduled review date.

Rating Schedule

- E = Exceptional
- A = Acceptable
- A/I = Acceptable with Room for Improvement
- U = Unacceptable
- NA = Not Applicable

PART I

Task/Item	Rating	Comments
Information gathering, interview skills, professionalism	E	-I am very professional and meticulous when it comes to information gathering. I believe I am also professional, approachable and tactful when I interview clients and have received positive feedback from past clients and leadership.

**NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM**

Task/Item	Rating	Comments
Identifies issues to be resolved	E	I am good at identifying the issues that need to be resolved and make appropriate referrals and/or invites to circles as a result.
Exercises judgement in deciding who to refer client to, seeks advice when appropriate	E	I use good judgement and my working experience when referring clients and I always seek advice of others where and when appropriate. I always have the client's interest at heart.
Assesses and refers matters when such matters require services beyond program	E	I always assess and refer matters when they require services beyond the restorative justice program
Ensures client understands direction given	E	I am very thorough when it comes to making sure my clients understand the advice and direction given. I always prepare the client, let them know exactly what to expect, give them clear direction and advice on what to do next and am directly involved until the file is closed.
Completes and documents contacts, accurately and completely	E	All of my files, logs and forms, and correspondence are always completed accurately.

**NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM**

Task/Item	Rating	Comments
Exercises good judgement	E	I use good judgement and if I am unsure I will seek guidance from appropriate persons.
Liaise with court, police, judges, and probation officers	E	I have an excellent working relationship with court, police, judges and probation officers as well as community leadership. I encourage my supervisor to contact various people in these positions for feedback. I can provide references.
Maintain records of meeting with clients and provide timely follow-up reports and final reports	E	I maintain thorough records of meetings with clients and provide timely summary, follow up and final reports. A great effort is always made on my part to ensure that if something were to happen; such as, a personal emergency, someone could pick up my files and carry on with no problem.
Provide client information on a monthly basis to Supervisor and Program Assistant.	E	I do this regularly. In fact I recently created a referral chart that NAN Legal adopted and revised. This chart provides client information and updates for the supervisor, assistant as well as co workers.
Attend Courts as they occur to liaise with Crown, Police, Probation Officers, and Justice Committee (If Applicable)	E	I do this regularly. Again I encourage my supervisor to contact crown attorneys, police and or probation officers for feedback. I have received positive feedback re: my visibility in courts, in the communities, and most importantly my work.

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

Task/Item	Rating	Comments
Submit weekly activity reports.	E	I do this in a timely manner and I always prioritize my duties.
Perform other related duties as required in furtherance of the mandate of the Corporation.	E	I perform other related duties. I was involved in setting up protocols with OPP and more recently with Timmins Police. I have developed mock circle scenarios and they were utilized in the TT manual. I have developed power point presentations for teachers, students. I have provided information sessions as requested and do this annually for Northern College. More recently I have taken on 5 additional communities to my work load. I feel I am a reliable team player and always strive to uphold the integrity and reputation of NALSC.

**NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM**

**PART II
PERFORMANCE OBJECTIVES & REQUISITE SKILLS -
EXPECTATIONS & RESULTS**

COMMUNICATION

Task/Item	Rating	Comments
Keeps supervisor and others informed of relevant information in a timely basis. Ensures instructions and messages are clear, terms are explained and tone of voice is informative and does not assign blame.	E	I always keep supervisor and assistant informed of relevant info and on a timely basis. I submit file updates regularly, weekly reports and referral chart. I ensure messages are clear, explain terms and use a tone of voice that does not assign blame.
Ensures assertive communication style is practiced as much as possible. Effectively communicates position and demonstrates that others positions are respected. Expression of feelings and opinions is honest, and appropriate.	E	My communication style with clients is effective and I feel it is respected. I have respect for others and I feel I am able to express my feelings in an appropriate way.
Written communication is clear, concise, organized and persuasive. Plain language is used.	E	I believe I do this very well.
Communicates effectively with clinic callers and clients, showing respect, empathy and being non-judgmental of client's lifestyle or other matters. Preserves client's dignity, fosters client confidence and trust in staff member and the clinic.	E	I am very respectful of all callers and clients. I often feel as though I am a counsellor and I spend a great deal of time, listening and showing empathy. I have received positive feedback from clients re: trust and confidence.

**NISHNA WBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM**

Task/Item	Rating	Comments
Ensures the client is updated on all file developments, and that instructions are always received and documented to the client's file.	E	I maintain regular contact with clients re: file updates and requests as well as always make myself accessible. All correspondence is documented to the client's file.
Responds quickly to client telephone messages or other inquiries.	E	Always respond to client calls and messages. I often call in evenings or weekends if they request it or is more convenient for them.
Communicates effectively with community groups and representatives ensuring that the Corporation's reputation is upheld and enhanced.	E	I always ensure the corporation's reputation is upheld and enhanced.
Complies with Board policies regarding media and other contact.	E	I comply with Board policies re: media and other.

TEAM PLAYER

Task/Item	Rating	Comments
Understands the importance of his/her own and others jobs to the organization.	E	I absolutely understand the importance of my own job to the organization as well as others jobs. Restorative Justice is a well known NALS program and I feel it is the community RJWs that help make or break the reputation of that program.

**NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM**

Task/Item	Rating	Comments
Assists others during peak load times.	E	I always assist where and when I can. I often offer my assistance as well as accept requests.
Takes pride in his/her own and others' work and the results of the organization. Collaborates and consults with others, as necessary, to complete the work of the organization.	E	I take pride in my own work and I feel that is reflected in my work. However, I also take pride in others work and will let the co worker know they have done a great job. I always consult with coworkers and supervisors when I need to.
Volunteers and makes useful contributions in meetings	E	We don't have a lot of meetings but I do try to contribute when we do.
Honours the ground rules for working in a productive and caring manner.	E	I feel my work reflects the fact that I work in a productive and caring manner.

INTERPERSONAL

Task/Item	Rating	Comments
Is attentive to others. Consults and collaborates with others as required. Addresses and resolves conflict constructively. Uses appropriate humour and avoids hurtful gossip.	E	I am very attentive to clients and their needs. When a conflict arises, I feel I can help resolve it constructively. I don't contribute to gossip. I do listen but I don't take sides. Sometimes, all people really need to do is vent.

**NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM**

Task/Item	Rating	Comments
Calms irate clients and uses tact when dealing with same.	E	Training and experience have enabled me to do this well.
Demonstrates the ability to motivate others.	E	I try to send words of encouragement to co workers when I am made aware that they may need it. Other than that, it is difficult to motivate others when you work alone. The workers in the East try to always maintain contact and update each other on our whereabouts and needs.

DEPENDABILITY AND FOLLOW-THROUGH

Task/Item	Rating	Comments
Responds promptly and responsibly to supervisor's and co-workers' reliance on and requests for cooperation and assistance. Follows through on promises to carry out tasks etc.	E	I am very prompt and responsible with my duties and with supervisors and co worker's requests. I follow through on my promises and feel I am very reliable.
Assumes responsibility and expects to be held accountable for completing job assignments in an efficient and timely manner.	E	I complete job assignments effectively and in a timely manner. My work ethics are reflected in my work.
Provides supervisor with regular and prompt updates on the progress of work and possible problems on an as needed basis.	E	I regularly update my supervisor and /or assistant on the progress of work, possible issues. Updates, etc.

**NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM**

Task/Item	Rating	Comments
Attends regularly and punctually at the office (s), meetings, client appointments, community meetings, etc.	E	I attend work and meetings on time. I am very respectful of others' time schedules and will try to accommodate clients meeting time requests.
Ensures office security at all times, and client confidentiality.	E	I always ensure office security and client confidentiality.

EFFORT

Task/Item	Rating	Comments
Consistently and dependably works towards the completion of job responsibilities, assigned tasks, and results to the fullest extent of his/her responsibilities.	E	I am very good at prioritizing my work. I feel I am seen by others, such as, crown, police, office, etc, as consistent, efficient, and dependable.
Maintains a regular flow of work without undue delay and the need for reminders.	E	My work load varies. Sometimes it is extremely light and other times it is extremely heavy. I know that I can address whatever my work load is, in an efficient and timely manner.
Work hours are used productively.	E	My work hours are used very productively.

**NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM**

Task/Item	Rating	Comments
Brings enthusiasm to his/her work.	E	I do this always.

INITIATIVE

Task/Item	Rating	Comments
Identifies and takes on relevant and appropriate tasks when major responsibilities are completed.	E	When time is permitted, I do identify and take on other relevant tasks.
Identifies and strives to solve problems and offers innovative suggestions for positive change.	E	I feel I identify and have tried to offer my suggestions to solve problems and/or make a positive change.

JOB KNOWLEDGE

Task/Item	Rating	Comments
Knows the Corporation's goals, Board policies, office practices and procedures, and job responsibilities.	A	I have a good understanding of the Corporation's goals, office practices, board policies, etc. However, the dynamics of working out of sub offices does have its challenges. For example, we are not always made aware of office position changes.

**NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM**

Task/Item	Rating	Comments
Possesses professional or technical knowledge and skills required in the position.	E	I possess professional and technical knowledge and skills that are required for RJ.
Shows increasing skill in utilizing office equipment, particularly personal computers. This would include adequate typing and word processing skills, maintaining up to date directories, understanding computer network, backing up files appropriately.	E	As mentioned above, I have developed several power point presentations. I have excellent knowledge of computers, type well and I back up files, organize E- files as well as paper files.

JUDGEMENT AND ANALYTICAL SKILLS

Task/Item	Rating	Comments
Identifies problems or opportunities within the parameters of his/her job. Sorts out peripheral issues and sets priorities accordingly. Collects and analyses data logically. Consults with others and refers to others appropriately. Develops and implements sound and timely solutions.	E	I do this very well.

TIME MANAGEMENT

Task/Item	Rating	Comments
Understands the importance of using work time effectively and productively.	E	I am often out of the office on the road so I definitely use my office time productively. I also use time when idle in airports or in hotel rooms to get work completed.

**NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM**

Task/Item	Rating	Comments
Makes appropriate priorities between work tasks.	E	I do this.
Delegates as appropriate.	E	I seek guidance where appropriate and when needed.

GOALS & OBJECTIVES

Task/Item	Rating	Comments
Has met or exceeded the performance goals agreed to during the last evaluation, (detail if appropriate)	A	As I recall, some of the goals were to implement a more concrete RJ program in the local schools. This was accomplished at Elk Lake Public School. I had developed power point presentation for the teachers and a separate one for the students. They have participated in mock circles and have stated they have used the program on their own since the training. Self care training/workshops were also another goal. I had the opportunity to participate in the YOU Can workshop in Toronto last April. I learned much needed self care skills such as , meditation techniques, proper diet, inner peace, etc.
Assists in the development of Corporation's goals, including accurately completing the report to the Board.	N/A	

**NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM**

Task/Item	Rating	Comments
Has met or exceeded goals agreed to by the Corporation and program overall, and assigned to him/her.	E	I believe I have exceeded the goals set by Corp and the program. I have accomplished other goals besides the program goals. I work hard to ensure the needs of my clients are met as well as to uphold the integrity of the Corp.

TRAINING

Task/Item	Rating	Comments
Undertakes, willingly, all training opportunities, and implements new skills and knowledge appropriately.	A	I do this most of the time. I must prioritize my work load with training opportunities.
Identifies new training opportunities needed, and develops an action plan.	E	Whenever I see or hear of training that would benefit the worker or Corp. I let my supervisor and/or his assistant knows.

**NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM**

GOALS & OBJECTIVES STATEMENT

Development Desired	Plan for Development (Include Timelines)
A more efficient system for referrals.	We have already been collaborating on this and I feel it will be a much more efficient system
An amazing RJ presentation	<p>I would like to see the RJ program submit our presentation for the 3rd Restorative Practices International Conference in New Zealand for 2011.</p> <p>I would like the opportunity to get together and work on an amazing presentation.</p>
A data base with statistical data	This has been requested many times. Participants attending info sessions almost always ask for stats.
For RJ to be put on the curriculum at police college	I know this has been suggested before and has even been recommended by the program evaluator. However, for obvious reasons, it would be very beneficial for NALSC to help set this up at the College before another agency does.

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

If you need more room, please attach.
PERFORMANCE REVIEW SUMMARY

Supervisor's Summary

Reviewer's Signature

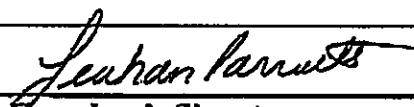
Date

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION EVALUATION FORM

PERFORMANCE REVIEW FORM

COMMENTS

We have both read the summary of the Personnel Evaluation and the Goals Statement and it accurately reflects our review.

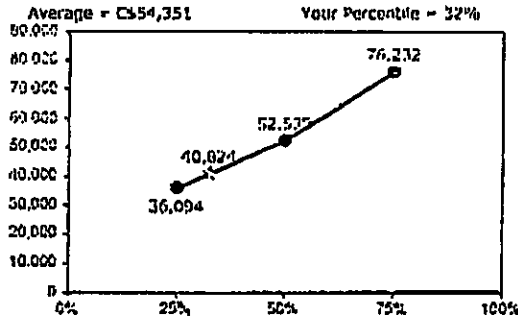
Employee's Comments	
<p>I am respectfully requesting an increase in salary which is something I have not done in the ten years I have been employed with NALSC. I received a salary increase April 1, 2007 to an annual salary of \$40,824.78. Should my evaluation not be sufficient, I would love the opportunity to meet with the board and my supervisor to discuss the possibility of a pay raise.</p> <p>I have taken the liberty of researching Ontario pay scales that would be similar to a restorative justice worker with a University degree. They are attached for your convenience.</p> <p>I look forward to your consideration.</p> <p>respectfully,</p> <p>Leahan Parrott</p>	
	December 17, 2009
Employee's Signature	Date

Supervisor's Comments	
Supervisor's Signature	Date



Salary Range

My Current Job: Arbitrator / Mediator / Conciliator



Number Reporting: 8 Currency: Canadian Dollar (CAD)

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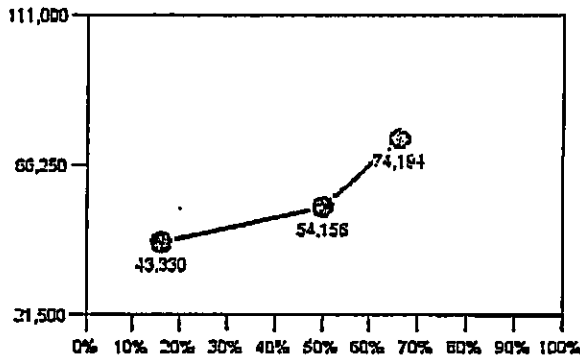
COST OF LIVING RESEARCH

CALCULATORS

CAREER RESEARCH

Mediator Labour Relations

\$54,156 - Average Base Salary in Canada National Average, Canada National Average
\$54,156 - National Average Base Salary



Currency in Canadian Dollars

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Mediator Labour Relations Job Description

Job description is currently under analysis

Salary Data: Canada National Average, Canada National Average

Percentile	Base	Bonus	Benefits	Total
16.7	43,330	2,816	6,586	52,732
50	54,156	3,520	8,231	65,907
66.7	74,194	4,822	11,277	90,293

Salary Data: Canada National Average

Percentile	Base	Bonus	Benefits	Total
16.7	43,330	2,816	6,586	52,732
50	54,156	3,520	8,231	65,907
66.7	74,194	4,822	11,277	90,293

Enter your current salary, area in which you currently reside, and area to which you plan to move to receive a FREE cost of living report.

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Select State/Province

Zip Code

or

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Nishnawbe-Aski Legal Services Corporation

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L"PCLC"ᐸᐸ

Fax Cover

Date: DECEMBER 17, 2009

To: Derek E Lyons

Fax: 807 622 3024

RE: RJW Evaluation

19 Pages
including
cover sheet

Mailing Address:

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Head Office:

Mattagamí First Nation
75 Helen Street
P.O. Box 99
Via Gogama, Ontario
P0M 1W0

From:
Leahan Parrott, Restorative Justice Worker
Matachewan First Nation Office
P.O. Box 160, Matachewan, ON P0K 1M0
Office Tel: (705) 565-2230 ext 232
Office Fax: (705) 565-2456
EMAIL: lparrott@nanlegal.on.ca

Message:

If all pages are not received, or if you have received this fax in error, please contact us at 1-800-465-5581 or 622-1413 immediately. Thank you.

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

Restorative Justice Worker

Name of Employee Being Reviewed:	Leaban Parrott
Job Title:	Restorative Justice Worker
Employed Since:	October 2000
Direct Supervisor:	Derek E Lyons
Last Review Date:	
Date of This Review:	May 27, 2008
Name of Reviewer(s):	

The supervisor and the staff will comment on the areas set out below, as applicable. The staff member shall circulate his/her comments to the supervisor at least three (3) days before the scheduled review date.

Rating Schedule

- E = Exceptional
- A = Acceptable
- A/I = Acceptable with Room for Improvement
- U = Unacceptable
- NA = Not Applicable

PART I

Task/Item	Rating	Comments
Information gathering, interview skills, professionalism	E	Very meticulous at info gathering just my interview skills have improved and always conduct myself in courteous & professional manner

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

Task/Item	Rating	Comments
Identifies issues to be resolved	E	I feel I'm capable of identifying the issues to be resolved
Complete training in facilitation of Community Accountability Conferencing (CAC) - R.J.	E	Have completed training as well as search for & participate in ongoing training.
Exercises judgement in deciding who to refer client to, seeks advice from supervising lawyer(s) when appropriate	E	I feel I do this very well and always talk to my supervisor when appropriate & necessary
Assesses and refers matters when such matters require legal services beyond restorative justice program	E	I feel I do this well
Ensures client understands advice and direction given	E	I'm very thorough with my explanations and direction

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

Task/Item	Rating	Comments
Completes and documents contacts, accurately and completely	E	d plus d do this well and in a timely manner
Exercises good judgement	E	d do this well when dir uncertain, all call a co worker or supervisor
Keeps abreast of changes in the law that impact the restorative justice program.	A	d try to do this but would like to be able to do it more
Visit the communities to determine their level of progress in CAC and hold community meetings to educate and to determine needs and wishes.	E	Do this at least once a year and always promoting the prog.
Liaise with court, police, judges, and probation officers to arrange for mechanism to divert charges to CAC. R ²	E	d plus d have good working relationships with police, & crown attorneys

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

Task/Item	Rating	Comments
Visit each community twice monthly and conduct at least <u>one</u> CAC per visit as resources tolerate.	E	Some communities require me to be there more often than I can. I find there isn't enough time to visit each community twice monthly.
Provide resources for Community Justice Circles and support those who wish to conduct their own CA Conferences.	E	Always encourage communities to do own circles & provide relevant resources
Maintain records of conferences and provide timely follow-up reports and final reports once agreements are completed.	E	Defunct of in this well.
Provide database spreadsheet information on a monthly basis.	NA	
Obtain qualitative community evaluation of services and provides findings to the Restorative Justice Coordinator on a monthly basis.	?	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

Task/Item	Rating	Comments
Attend Courts as they occur to liaise with Crown, Police, Probation Officers, and Justice Committee to arrange conferences.	E	Do this well and as required.
Hold community meetings to educate them in diversion and to determine needs and wishes on a bi-monthly basis.	N/A	
Submit monthly database and quantitative evaluation reports.	N/A	
Perform other related duties as required in furtherance of the mandate of the Corporation.	E	Always willing to do other duties as required or requested

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

**PART II
PERFORMANCE OBJECTIVES & REQUISITE SKILLS -
EXPECTATIONS & RESULTS**

COMMUNICATION

Task/Item	Rating	Comments
Keeps supervisor and others informed of relevant information on a need to know and timely basis. Ensures instructions and messages are clear, terms are explained and tone of voice is informative and does not assign blame.	E	Always keeps supervisor and his assistants informed up to date. I ensure messages are clear & tone of voice that must assign blame.
Ensures assertive communication style is practiced as much as possible. Effectively communicates position and demonstrates that others positions are respected. Expression of feelings and opinions is honest, and appropriate.	A	Not too sure if the assertive communication is effective. I do express my feelings & opinions in honest manner.
Written communication is clear, concise, organized and persuasive. Plain language is used.	A	Written communication is not usually used (ethnic problems).
Communicates effectively with clinic callers and clients, showing respect, empathy and being non-judgmental of client's lifestyle or other matters. Preserves client's dignity, fosters client confidence and trust in staff member and the clinic.	E	I have rec'd positive feedback from clients & callers re: my respectful response & guidance.

**NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM**

Task/Item	Rating	Comments
Ensures the client is updated on all file developments, and that instructions are always received and documented to the client's file.	E	d try to update client & all participants every two months. All info/instructions are documented & put on file
Responds quickly to client telephone messages or other inquiries.	E	d do this immediately & try to keep record of it.
Communicates effectively with community groups and representatives ensuring that the Corporation's reputation is upheld and enhanced.	E	d feel d do this
Complies with Board policies regarding media and other contact.	E	d do this

TEAM PLAYER

Task/Item	Rating	Comments
Understands the importance of his/her own and others jobs to the organization.	E	d do understand

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

Task/Item	Rating	Comments
Assists others during peak load times.	E	I have offered to assist others during peak load.
Takes pride in his/her own and others' work and the results of the organization. Collaborates and consults with others, as necessary, to complete the work of the organization.	A	I definitely take pride in my work, when it comes to collaboration with others, I'm not always satisfied with the work.
Volunteers and makes useful contributions in meetings and committees.	E	Currently on Aboriginal Advisory Committee for Justice Public! Also working on setting up (with Amy) Inauna & Crisis helpline with weekly circles in our community.
Honours the ground rules for working in a productive and caring manner.	E	I feel I do this.

INTERPERSONAL

Task/Item	Rating	Comments
Is attentive to others. Consults and collaborates with others as required. Addresses and resolves conflict on constructively. Uses appropriate humour and avoids hurtful gossip.	E	I feel I do these things. I also discourage gossip!

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

Task/Item	Rating	Comments
Calms irate clients and uses tact when dealing with same.	E	'doin much more equipped to deal with such clients since taking the "De-escalating Potentially Violent Situations" and "Crisis Response Planning" wksp.
Demonstrates the ability to motivate others.	E	Always available to others

DEPENDABILITY AND FOLLOW-THROUGH

Task/Item	Rating	Comments
Responds promptly and responsibly to supervisor's and co-workers' reliance on and requests for cooperation and assistance. Follows through on promises to carry out tasks etc.	E	I feel I always try to do this
Assumes responsibility and expects to be held accountable for completing job assignments in an efficient and timely manner.	E	I do
Provides supervisor with regular and prompt updates on the progress of work and possible problems on an as needed basis.	E	Always keep supervisor & assistant updated.

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

Task/Item	Rating	Comments
Attends regularly and punctually at the office (s), meetings, client appointments, community meetings, etc.	E	I am very punctual at office, meetings, etc. I hate when people are late.
Ensures office security at all times, and client confidentiality.	E	always

EFFORT

Task/Item	Rating	Comments
Consistently and dependably works towards the completion of job responsibilities, assigned tasks, and results to the fullest extent of his/her responsibilities.	E	I do this
Maintains a regular flow of work without undue delay and the need for reminders.	E	I remind myself when folks are due & I maintain a regular flow of work without delay.
Work hours are used productively.	E	always something to do!

**NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM**

Task/Item	Rating	Comments
Brings enthusiasm to his/her work.	E	Try to do this especially when out of the office

INITIATIVE

Task/Item	Rating	Comments
Identifies and takes on relevant and appropriate tasks when major responsibilities are completed.	E	As mentioned earlier. Am working on setting up a program with Ann Butose which will involve holding weekly lunches. Am will also refer to help give brief lectures.
Identifies and strives to solve problems and offers innovative suggestions for positive change.	E	Always work with Co workers and/or supervisor to do this

JOB KNOWLEDGE

Task/Item	Rating	Comments
Knows the Corporation's goals, Board policies, office practices and procedures, and job responsibilities.	E	ok do

**NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM**

Task/Item	Rating	Comments
Possesses professional or technical knowledge and skills required in the position.	E	d do
Shows increasing skill in utilizing office equipment, particularly personal computers. This would include adequate typing and word processing skills, maintaining up to date directories, understanding computer network, backing up files appropriately.	E	d feet d do.

JUDGEMENT AND ANALYTICAL SKILLS

Task/Item	Rating	Comments
Identifies problems or opportunities within the parameters of his/her job. Sorts out peripheral issues and sets priorities accordingly. Collects and analyses data logically. Consults with others and refers to others appropriately. Develops and implements sound and timely solutions.	E	d believe d do this & d often Consult others.

TIME MANAGEMENT

Task/Item	Rating	Comments
Understands the importance of using work time effectively and productively.	E	d feel d can prioritize my work in an effective manner

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION EVALUATION FORM

Task/Item	Rating	Comments
Makes appropriate priorities between work tasks.	E	same as above
Delegates as appropriate.	N/A	I don't feel I delegate.

GOALS & OBJECTIVES

Task/Item	Rating	Comments
Has met or exceeded the performance goals agreed to during the last evaluation, (detail if appropriate)		Not too sure. I don't have a copy of the last evaluation.
Assists in the development of Corporation's goals, including accurately completing the report to the Board.	N/A	
Has met or exceeded goals agreed to by the Corporation and program overall, and assigned to him/her.	?	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

TRAINING

Task/Item	Rating	Comments
Undertakes, willingly, all training opportunities, and implements new skills and knowledge appropriately.	A	As mentioned earlier, I have benefited from the most recent training & utilize the skills learned. I try to partake in all training opportunities.
Identifies new training opportunities needed, and develops an action plan.	E	I often read training info & opportunities to supervisor & co-workers.

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION EVALUATION FORM

GOALS & OBJECTIVES STATEMENT

Development Desired	Plan for Development (Include Timelines)
<p>A concrete and useful program for schools, seems to be a demand to train schools and students how to use RJ in school, however, I don't feel the regular info sessions are appropriate.</p>	<p>Currently working on class rule play and power point presentation. Plan to keep improving a getting feedback from the schools.</p>
<p>would like training or something regarding self care (dealing) what to do to keep from getting overwhelmed or affected by things I've dealt in child and pressures involved.</p>	<p>Research such training if forward to my supervisor</p>

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION EVALUATION FORM

PERFORMANCE REVIEW FORM

COMMENTS

We have both read the summary of the Personnel Evaluation and the Goals Statement and it accurately reflects our review.

Employee's Comments	
Employee's Signature	Date

Supervisor's Comments	
Supervisor's Signature	Date

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

Development Desired	Plan for Development (Include Timelines)

If you need more room, please attach.

DRAFT

Date: October 23, 2001
To: Leahan Landry
Restorative Justice Worker
From: Celina Reitberger
Restorative Justice Co-ordinator
Re: Absenteesism

.....
It has been brought to my attention that since April 1, 2001 you have taken six day off sick (more than 1/2 the allotted time off per year), 3 of which have fallen on a Friday, and you have also taken time off not approved in advance by myself. Also on your time sheet, time off has been noted, however, on that noted day, you have indicated a full day of work. If you are taking time off for any reason, it must be recorded: example on Nov 1st, you have a dr's appt. – then that day should be recorded as 6 hrs worked in the line item 'normal working day', 1 hr off for dir's appt. recorded in the line item 'other'.

April 17th – eye dr. appointment at 3:15 p.m. (recorded full day worked)

April 27th – a Friday off sick

May 17th – recorded 4 hrs unapproved o/t

May 18th – a Friday, 1/2 day off unapproved o/t (from May 17th)

May 24th – 4 ½ hrs o/t unapproved

May 25th – dentist's appointment – no time off recorded

June 10th – Sunday travel day

June 22nd – a Friday off, unapproved o/t (June 10th travel)

July 31st – Tuesday – sick day

August 8th – off – day surgery

August 16th – 3 hrs o/t unapproved

August 17th – 6 hrs o/t time not approved

August 29th – Wednesday, 1/2 day off sick

Sept 10th – Mondays 1/2 day off – car repair

Sept 14th – Friday 1/2 day off, special leave

Sept 20th – Thursday 1/2 day sick

Sept 22nd & 23rd – claiming two (2) days compensating time, unapproved

October 5th – Friday, off sick

October 12th – 3 hrs off for Dr.'s appointment

October 16th – 3.5 hrs unapproved o/t

October 19th – Friday, off sick (cannot use compensating time for sick time)

Recapped as follows:

Sick Days: 10 days allotted/yr. You have already taken 6 days off, therefore you have 4 days remaining until March 31, 2002. We are requesting that in the event that you take a Monday or Friday off as sick day during the period October 20 – March 31, 2002, that you have a dr's note attached to your timesheet.

Compensating Days: you have claimed over the maximum (35 hrs or 7 days) allowed in one fiscal year. If all compensating time is approved, and you have already taken 1 ½ days, then you have left 3 ½ compensating days until March 31, 2002.

Special Days: 6 days or 42 hrs allotted/yr. You have already taken 1 and ¾ hr on Aug 17th, dentist appointment on May 25th (no hours recorded), 3 ½ hrs off on September 10th, 3 ½ hrs off on September 14th, and finally 3 hrs off on October 12th for a Dr.'s appointment.

Personnel Policy Stipulations

Sick Days: A doctor's certificate is required by the employer after seven (7) casual sick days in a fiscal year.

Unused sick days of the initial ten sick days will be added to an employee's vacation entitlement as an additional $\frac{1}{2}$ vacation day in the following calendar year up to a maximum of four additional vacation days.

Overtime: An employee who is required to work o/t on his/her scheduled work day is entitled to compensation to a maximum of five days per year.

Please review and if there are any issues which we missed, or if o/t was approved prior to the recording, please let me know.

#8

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

TIME SHEETS

EMPLOYEE NAME: Leaban bandey

COMMENTS (if any): Friday April 06 - Doctor Appt 1:00 PM

PAY PERIOD NO.	FROM:	MM	DD	YY	TO:											
Date	24	25	26	27	28	29	30	31	01	02	03	04	05	06	Tot	
Code			1	1	1		1			1	1	1	1	1	9	
Normal Working Day																
Regular Scheduled Day Off																
Sick Day						1									1	
Statutory Holiday																
Vacation Day																
Compassionate Leave																
Compensating Time																
Other (explain)																
GRAND TOTAL															10	

Employee's Signature: Leaban bandey

Supervisor's Signature: _____

Entered and Posted By: _____

Office Use Only

Rate of Pay: _____

Misc. Info: _____

Terminated: _____

Reason Why: _____

Sick Day
Mar 29th

Leaban bandey

does not count
- last yr's

9

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

TIME SHEETS

EMPLOYEE NAME: Leahan Landry

COMMENTS (if any): April 17 - eye appt at 3:15 in Leiland lake
I went on my way back from Wahgoshig

PAY PERIOD NO.	FROM: MM DD YY													TO:	Tot		
	7	8	9	10	11	12	13	14	15	16	17	18	19			20	
Date																	
Code																	
Normal Working Day			1	1	1	1						1	1	1	1		8
Regular Scheduled Day Off																	
Sick Day																	
Statutory Holiday							1				1						2
Vacation Day																	
Compassionate Leave																	
Compensating Time																	
Other (explain)																	
GRAND TOTAL																10	

Employee's Signature: Leahan Landry

Supervisor's Signature: _____

Entered and Posted By: Shw

Office Use Only

Rate of Pay: _____

Misc. Info: _____

Terminated: _____

Reason Why: _____

Should have marked the hrs down

10

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

TIME SHEETS

EMPLOYEE NAME: Keaton Landry

COMMENTS (if any): _____

PAY PERIOD NO.	FROM: April 21 MM DD YY													TO: May 04, 2001	
Date	21	22	23	24	25	26	27	28	29	30	01	02	03	04	Tot
Code															
Normal Working Day			1	1	1	1				1	1	1	1	1	9
Regular Scheduled Day Off															
Sick Day							1								1
Statutory Holiday															
Vacation Day															
Compassionate Leave															
Compensating Time															
Other (explain)															
GRAND TOTAL														10	

Employee's Signature: Keaton Landry

Supervisor's Signature: _____

Entered and Posted By: Shw

Office Use Only

Rate of Pay: _____

Misc. Info: _____

Terminated: _____

Reason Why: _____

*Sick day
Friday*

//

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

TIME SHEETS

EMPLOYEE NAME: Leaban Landry

COMMENTS (if any): May 17 accumulated 4 hrs OT - take 1/2 day off May 18th

PAY PERIOD NO.	FROM:	MM	DD	YY	TO:										
Date	05	06	07	08	09	10	11	12	13	14	15	16	17	18	Tot
Code															
Normal Working Day			1	1	1	1				1	1	1	1	1/2	9 1/2
Regular Scheduled Day Off															
Sick Day															
Statutory Holiday															
Vacation Day															
Compassionate Leave															
Compensating Time															
Other (explain)														1/2	1/2
GRAND TOTAL														10	

Employee's Signature: Leaban Landry

Supervisor's Signature: _____

Entered and Posted By: Lhu

Office Use Only

Rate of Pay: _____

Misc. Info: _____

Terminated: _____

Reason Why: _____

Friday pm
oft
took her unapproved
o/t

12

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

TIME SHEETS

EMPLOYEE NAME: Leaban Landry

COMMENTS (if any): Thurs may 24 = 4 1/2 hrs O.T./Fc. may 25 dentist appt.

PAY PERIOD NO.	FROM:	MM DD YY										TO:			
Date	19	20	21	22	23	24	25	26	27	28	29	30	31	01	Tot
Code															
Normal Working Day				1	1	1	1			1	1	1	1	1	9
Regular Scheduled Day Off															
Sick Day															
Statutory Holiday			1												1
Vacation Day															
Compassionate Leave															
Compensating Time															
Other (explain)															
GRAND TOTAL														10	

Employee's Signature: Leaban Landry

Supervisor's Signature: _____

Entered and Posted By: _____

Office Use Only

Rate of Pay: _____

Misc. Info: _____

Terminated: _____

Reason Why: _____

*marked down
o/t not approved
then had a
dentist appt
did not mark
his*

13

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

TIME SHEETS

EMPLOYEE NAME: Leaban bandy

COMMENTS (if any): Awarded to Monday June 16th

PAY PERIOD NO.	FROM: June 02 MM DD YY													TO: June 15	Total D
Date	02	03	04	05	06	07	08	09	10	11	12	13	14	15	Total D
Code															
Normal Working Day			1	1	1	1	1			1	1	1	1		9
Regular Scheduled Day Off															
Sick Day															
Statutory Holiday															
Vacation Day															
Compassionate Leave															
Compensating Time															
Other (explain)										1				1	1??
										Travel Day					
															10hrs
															GRAND TOTAL

Employee's Signature: Leaban bandy

Supervisor's Signature: _____

Entered and Posted By: _____

Office Use Only

Rate of Pay: _____

Misc. Info: _____

Terminated: _____

Reason Why: _____

*claimed o/T
not approved*

14

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

TIME SHEETS

EMPLOYEE NAME: Leaban Landry

COMMENTS (if any): Friday 22 - Matatchewan office was closed, I took it off
ASI travelled to Thunder Bay on a Sunday June 10th

PAY PERIOD NO.	FROM:	MM	DD	YY	TO:									Total D:	
Date	16	17	18	19	20	21	22	23	24	25	26	27	28	29	
Code															
Normal Working Day			1	1	1					1	1	1	1	1	8
Regular Scheduled Day Off															
Sick Day															
Statutory Holiday						1									1
Vacation Day															
Compassionate Leave															
Compensating Time															
Other (explain)							1								1
GRAND TOTAL														10	

Employee's Signature: Leaban Landry

Supervisor's Signature: _____

Entered and Posted By: _____

Office Use Only	
Rate of Pay:	_____
Misc. Info:	_____
Terminated:	_____
Reason Why:	_____

*again not approved
ATV she used
as a travel day*

#17

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

TIME SHEETS

EMPLOYEE NAME: Leaban Landry

COMMENTS (if any): _____

PAY PERIOD NO.	FROM:	MM	DD	YY	TO:						Tot				
Date	28	29	30	31	01	02	03	04	05	06	07	08	09	10	
Code															
Normal Working Day			1		1	1					1		1	1	
Regular Scheduled Day Off															
Sick Day				1											
Statutory Holiday										1					
Vacation Day															
Compassionate Leave															
Compensating Time															
Other (explain)												1			
day surgen														GRAND TOTAL	

Employee's Signature: Leaban Landry

Supervisor's Signature: _____

Entered and Posted By: _____

Office Use Only

Rate of Pay: _____

Misc. Info: _____

Terminated: _____

Reason Why: _____

*Sick day
day surgen*

#18

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

TIME SHEETS

EMPLOYEE NAME: Leaban Landry

COMMENTS (if any): Thurs Aug 16 - travel by kb in evening (9pm-12:00am) for CSC purposes = 3 hrs & Aug 17 left at 11:00pm

PAY PERIOD NO.	FROM: MM DD YY														TO:	Total Ds
Date	11	12	13	14	15	16	17	18	19	20	21	22	23	24		
Code																
Normal Working Day			1	1	1	1	1			1	1	1	1	1	10	
Regular Scheduled Day Off																
Sick Day																
Statutory Holiday																
Vacation Day																
Compassionate Leave																
Compensating Time																
Other (explain)																
GRAND TOTAL															10	

Employee's Signature: Leaban Landry

Supervisor's Signature: _____

Entered and Posted By: _____

Office Use Only

Rate of Pay: _____

Misc. Info: _____

Terminated: _____

Reason Why: _____

*Claiming O/T
unapproved*

#19

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

TIME SHEETS

EMPLOYEE NAME: Leaban Landry

COMMENTS (if any): _____

PAY PERIOD NO.	FROM:	MM DD YY														TO:
Date	25	26	27	28	29	30	31	01	02	03	04	05	06	07	Total Da.	
Code																
Normal Working Day			1	1	1/2	1	1				1	1	1	1	8.5	
Regular Scheduled Day Off																
Sick Day					1/2					1					.5	
Statutory Holiday										1					1	
Vacation Day																
Compassionate Leave																
Compensating Time																
Other (explain)																
GRAND TOTAL															10	

Employee's Signature: Leaban Landry

Supervisor's Signature: _____

Entered and Posted By: _____

Office Use Only

Rate of Pay: _____

Misc. Info: _____

Terminated: _____

Reason Why: _____

1/2 day sick

720

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

TIME SHEETS

EMPLOYEE NAME: beaban hoodoy

COMMENTS (if any): Sept 10 - had to take car to GM Dealer (1/2 - compensatory)
Sept 14 - Stee-daughters school hba (1/2 - Special Leave)

PAY PERIOD NO.	FROM:	MM	DD	YY	TO:	Total Da.									
Date	08	09	10	11	12	13	14	15	16	17	18	19	20	21	
Code															
Normal Working Day			1/2	1	1	1	1/2			1	1	1	1/2	1	8 1/2
Regular Scheduled Day Off															
Sick Day													1/2		1/2
Statutory Holiday															
Vacation Day															
Compassionate Leave															
Compensating Time			1/2												1/2
Other (explain)							1/2								1/2
TOTAL														10	

Employee's Signature: beaban hoodoy

Supervisor's Signature: _____

Entered and Posted By: _____

Office Use Only

Rate of Pay: _____

Misc. Info: _____

Terminated: _____

Reason Why: _____

?

#21

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

TIME SHEETS

EMPLOYEE NAME: Leahon bandy

COMMENTS (if any): Sept 22 & 23 (weekend) = Compensatory time.
-Travel to Whonaga on 22 (attend) conference on 23-

PAY PERIOD NO.	FROM:	MM	DD	YY	TO:						Total Da				
Date	02	23	24	25	26	27	28	29	30	1	2	3	4	5	
Code															
Normal Working Day			1	1	1	1	1			1	1	1	1		9
Regular Scheduled Day Off															
Sick Day														1	1
Statutory Holiday															
Vacation Day															
Compassionate Leave															
Compensating Time															
Other (explain)															
GRAND TOTAL														10	

Employee's Signature: Leahon Bandy

Supervisor's Signature: _____

Entered and Posted By: Shw

Office Use Only

Rate of Pay: _____

Misc. Info: _____

Terminated: _____

Reason Why: _____

Friday
Sick day

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

TIME SHEETS

EMPLOYEE NAME: Leaban Landry

COMMENTS (if any): Friday Oct 12 leave at 2 PM for Doctor's appt at 3 PM in EL - told Cellina
Tues Oct 16 = 3 1/2 hrs overtime. Circle was changed last minute due to
death in community. Friday Oct 19

PAY PERIOD NO.	FROM:	MM	DD	YY	TO:										
Date	06	07	08	09	10	11	12	13	14	15	16	17	18	19	Total Da.
Code															
Normal Working Day				1	1	1	1			1	1	1	1		8
Regular Scheduled Day Off															
Sick Day														1/2	1/2
Statutory Holiday			1												1
Vacation Day															
Compassionate Leave															
Compensating Time															
Other (explain)														1/2	1/2
<u>3.5 hr O.T accumulated</u>														GRAND TOTAL	<u>10</u>

3.5 hr O.T used

Employee's Signature: Leaban Landry

Supervisor's Signature: _____

Entered and Posted By: _____

Office Use Only

Rate of Pay: _____

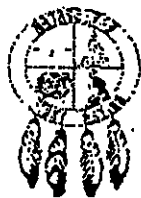
Misc. Info: _____

Terminated: _____

Reason Why: _____

how does leaving @ 9:15 am work out to 1/2 sick + 1/2 day accumulated o/t ?

- was the o/t prior approved by you + a Friday off ?



Matatchewan First Nation
P.O. Box 160
Matatchewan, ON P0K 1M0
(705) 565-2230 Fax (705) 565-2585

FAX COVER PAGE

This is a confidential message intended solely for the person to whom if you received this message in error please forward it to the correct person or mail it back to us. Thank You

Date: October 19, 2001

To: Suzanne Withenshaw

Firm: _____

Location: _____

Fax No: _____

3 Pages including this cover sheet.

From: Richard Wincikaby,
Chief

Fabian Batisse,
Councillor, Band Manager

Leonil Boucher,
Medical Driver

Gertrude Nolin,
Councillor.

Dorothy Larkman,
Councillor

Gloria Wincikaby
Finance Manager

Gail Winickaby,
Indian Registration/
Employment Counselor

Susan Collins,
Community Health Rep.

Leahan Landry,
Restorative Justice Worker

Mary Batisse,
Secretary

Edna Hanson,
NNADAP/ Mental Health

Real Boucher,
Family Support Worker.

Elenore Hendrix,
Education Officer

Ann Batisse,
Economic Devel. Officer

Message: I came into work this morning at 8.30 am but
I felt ill, so I need to go home.

- As per your request
- For your approval
- Original(s) to follow by mail
- Reply requested
- For your info.
- Confidential

Sender: [Signature]