

Nishnawbe-Aski Legal Services
Corporation

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November 28, 2023

Ken Sackaney
69 Mona Street
Thunder Bay, Ontario
P7A 6Y2

Mailing Address:

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William First Nation, ON P7J
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RE: Acting Victim Witness Manager

Dear Ken,

We are pleased to advise you that you will receive a temporary annual salary increase of **\$13,924.40**, as per NALSC policy – **19.0 Acting Appointments** for taking on the acting position of Victim Witness Manager and overseeing the Victim Witness Program. Your new annual salary will be **\$92,211.40** and will be retroactive to September 18, 2023. The Victim Witness program manager duties are outlined in the attached job description.

This temporary salary increase will be in effect until the Victim Witness Manager position is successfully filled. Should you stop performing the temporary duties outlined in the attached job description prior to the Victim Witness Manager position being successfully filled, you will immediately resume your regular duties as RJ Manager and your annual salary will be adjusted back to \$78,287.

Ken, thank you for all your hard work and additional support with the Victim Witness Program during this transitional period. If you have any questions, please contact HR to discuss.

Sincerely,

Colette Shwetz
HR Manager

Cc: Finance Department

ACTING PAY ADJUSTMENT - KEN SACKANEY

	Annual Salary	20% Acting Pay	TOTAL
Ken Sackaney	\$ 78,287.00	-----	\$ 78,287.00
VW Manager	\$ 69,622.00	\$ 13,924.40	\$ 13,924.40
NEW TEMP SALARY			\$ 92,211.40

Colette Shwetz

From: Chantelle Johnson
Sent: November 20, 2023 1:55 PM
To: Terry Bortolin; Joshua Swearngen; Tracey Coultis; Colette Shwetz
Cc: Natasha Salatino-Mach; Lauren Differ
Subject: Ken Sackaney Acting VW manager pay

Good afternoon,

Since Anne Hiller original leave and finally her resignation Ken Sackaney RJ Manager west has been taking up the responsibilities of the Victim Witness Service Manager by acting as interim VW manager. Until a new manager is hired which we hope is soon, I believe that Ken is entitled to acting pay for his extra responsibilities and staff he has taken on. His duties started as of September 18, 2023 to present according to the leaves approved in HIRS.

As per NALSC policy 19.0 Acting Appointments Policy

Calculating Pay: An employee in an acting appointment for more than ten (10) consecutive workdays will have their payment calculated according to the Acting pay formula below:

Acting pay = daily rate of acting position x days in acting position

$$\frac{\text{Acting Position's annual salary} \times 1.2}{52 \text{ weeks} \times 5 \text{ days}}$$

We will let you know right away when someone is hired. please let me know how to go forward.

Thank you