

Nishnawbe-Aski Legal Services Corporation

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L'PCLP'Δᐢ

Natasha Salatino-Mach
88 Shuniah St.,
Thunder Bay, ON
P7A 2Z2

June 24, 2019

Private and Confidential

Dear Natasha,

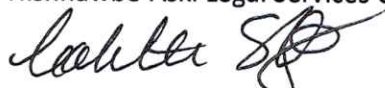
Congratulations! We are pleased to offer you a full-time summer student position beginning June 24, 2019 ending August 30, 2019 in follow up to your previous student position with Nishnawbe-Aski Legal Services Corporation.

Upon your acceptance of this offer, you will commence your position on June 24, 2019 at a salary of \$ 18.00 per hour plus 4% vacation. Your hours of work are between 9:00 a.m. and 5:00 p.m. Monday to Friday.

The overall conditions of your employment are governed by the Policies of NALSC as they are amended from time to time, as well as any applicable governing legislation. Please be advised that this offer is conditional based on our receipt of a recent Criminal Records Check.

We look forward to working with you and welcome you to the NALSC team!

Sincerely,
Nishnawbe-Aski Legal Services Corporation


Colette Shwetz
Acting Executive Director

I hereby accept the position I have been offered and agree to abide to all the terms and conditions outlined in the letter of employment.


Employee Signature

06/25/2019
Date

Mailing Address:

1805 Arthur St. East
Unit 100
Thunder Bay, ON
P7E 2R6

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

Email: info@nanlegal.on.ca

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



Head Office:

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



**NISHNAWBE - ASKI
Legal Services Corporation**

Employee Information

1. Personal Information

Full Given Name: Salatino-Mach Natasha MA
Last First M Initial.

Address: 85 Shuniah St Box #
Street Address

Thunder Bay ON P7A-2Z2
City/Town Province Postal Code

Home Phone: (807) 346-8164 Alternate Phone: (807) 621-2634

Primary Email: nsalati1@lakeheadu.ca

SSN #: _____ Status # _____

2. Job Information

Title: Restorative Justice Assit Employee ID: _____

Supervisor: Chantelle Johnson Department: Restorative Justice

Work Location: Thunder Bay Work Email: nsalati-no-mach@nlegal.on.ca

Work Phone: (807) 622-1413 ex 7091 Cell Phone: (807) 621 2634

Start Date: _____ Benefits _____ Pension: Y / N _____

Term Date: _____ Salary: \$ _____

3. Emergency Contact Information

Full Name: Mach Kim L
Last First M Initial.

Address: 85 Shuniah St Box #
Street Address

Thunder Bay ON PA2Z2
City/Town Province Postal Code

Primary Phone: (807) 346(8)164 Alternate Phone: (807) 472-4096

Relationship: Mother



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

OATH OF CONFIDENTIALITY

As an employee at Nishnawbe-Aski Legal Services Corporation ("NALSC") you are privy to confidential material. Confidentiality of client and NALSC information is essential. Employees at NALSC shall not disclose to any member of the public any confidential information obtained by the employee in the course of his/her employment with NALSC.

All NALSC files are to be treated as confidential material and may not be disclosed except in accordance with the provisions of NALSC's policies and Service Agreements. No one is to read files except in so far as the position requires it. Files are not to be discussed among fellow trainees and/or employees of NALSC except for NALSC related business.

Confidentiality also applies to information about financial and personnel matters or any other confidential information that is attained during employment. We are entrusted with the confidential records of clients and of personnel throughout the Corporation. It is expected that you will comply with NALSC's Oath of Confidentiality Agreement.

EMPLOYEE STATEMENT OF NON-DISCLOSURE

I have read and understand this statement. I agree to abide by NALSC's Oath of Confidentiality Agreement as a condition of my employment at Nishnawbe-Aski Legal Services Corporation. Unauthorized disclosure of any confidential material may result in my immediate discharge from my position.

I acknowledge that I am bound by the terms of this agreement and further, that these confidentiality requirements continue after my employment with NALSC has ceased.



SIGNATURE

March 22, 2019

DATE

Natasha Salatino-Mach

PRINT FULL NAME



SIGNATURE OF WITNESS

March 22, 2019

DATE

CHANTELLE JOHNSON

PRINT FULL NAME OF WITNESS

Nishnawbe-Aski Legal Services Corporation
Acknowledgement



I hereby acknowledge that I have received a copy of the Nishnawbe-Aski Legal Services Corporation, Employee Manual containing the Personnel and Harassment Policies of the Corporation.

I hereby acknowledge that I have read and understood the Employee Manual.

Natasha Sabatino-Mach

Print Name

[Handwritten Signature]

Signature

Dated this 6th day of January, 2020



RESULTS FOR POLICE RECORD CHECK

- CRIMINAL RECORD CHECK
- CRIMINAL RECORD AND JUDICIAL MATTERS CHECK
- VULNERABLE SECTOR CHECK
- ADOPTION
- CLRA

NAME: SALATINO-MACH, Natasha Marie-Ann

DATE OF REQUEST: 2019/01/28

ADDRESS: 85 Shuniah St., Thunder Bay, ON P7A 2Z2

DATE OF BIRTH: 1992/10/01

REQUESTING AGENCY: Confederation College – Aboriginal Community Advocacy Student

<p>NOTE: The <i>Youth Criminal Justice Act</i> (YCJA) restricts individuals from sharing records made under that Act. Findings of guilt and other dispositions under the YCJA may not be reported on this response.</p>		
<p>RESULTS FOR RCMP NATIONAL REPOSITORY CRIMINAL RECORD CHECK</p>		
<input checked="" type="checkbox"/>	<p>NEGATIVE (Not confirmed by prints)</p>	<p>Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records did NOT identify any records with the name(s) and date of birth of the applicant. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by FINGERPRINT comparison. Delays do exist between a conviction being rendered in court, and the details accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.</p>
<input type="checkbox"/>	<p>NEGATIVE (Confirmed by prints)</p>	<p>Based on the fingerprints, name(s), and date of birth submitted by the applicant, this message certifies that a search of the RCMP National Repository of Criminal Records did not identify any records associated with the applicant that may be disclosed in accordance with federal laws. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.</p>
<input type="checkbox"/>	<p>CRIMINAL RECORD (Not confirmed by prints)</p>	<p>Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records has resulted in a possible match to a registered criminal record. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by fingerprint comparison. As such, the criminal record information declared by the applicant does not constitute a Certified Criminal Record by the RCMP. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records. This document may not contain all criminal record convictions associated with the applicant. (SEE ATTACHED POLICE RECORD CHECK SUPPLEMENTARY INFORMATION FORM FOR DETAILS)</p>
<input type="checkbox"/>	<p>CRIMINAL RECORD (Confirmed by prints)</p>	<p>Based on the fingerprints, name(s), and the date of birth submitted by the applicant, this message certifies that a search of the RCMP National Repository of Criminal Records identified that the fingerprints submitted by the applicant were certified as identical to fingerprints registered under a criminal FPS Number. Delays do exist between a conviction being rendered in court, and the details accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records. This document may not contain all criminal records associated with the applicant. (SEE ATTACHED POLICE RECORD CHECK SUPPLEMENTARY INFORMATION FORM FOR DETAILS)</p>
<input type="checkbox"/>	<p>INCOMPLETE</p>	<p>Based solely on the name(s) and the date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records could NOT be completed. Positive identification that a criminal record does or does not exist requires the applicant to SUBMIT FINGERPRINTS to the RCMP National Repository of Criminal Records; which has NOT been done. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.</p>
<p>RESULTS OF INVESTIGATIVE DATABANK AND LOCAL INDICES SEARCH – for Criminal Record and Judicial Matters Check or Vulnerable Sector Check ONLY</p>		
<input checked="" type="checkbox"/>	<p>NEGATIVE – No information was revealed that can be disclosed in accordance with federal laws and RCMP policies</p>	
<input type="checkbox"/>	<p>POSITIVE – (See attached Police Record Check Supplementary Information Form for details)</p>	
<input type="checkbox"/>	<p>CRIMINAL RECORD AND JUDICIAL MATTERS CHECK OR VULNERABLE SECTOR CHECK NOT REQUESTED</p>	
<p>RESULTS OF VULNERABLE SECTOR CHECK ONLY</p>		
<input checked="" type="checkbox"/>	<p>A search of sex offenders who were granted a record suspension (pardon) was conducted. No information to release.</p>	
<input type="checkbox"/>	<p>A search of sex offenders who were granted a record suspension (pardon) was conducted. Information authorized for release. See attached documentation</p>	
<input type="checkbox"/>	<p>A search of sex offenders who were granted a record suspension was not conducted</p>	
<p>Date of Search: 2019/02/06</p>	<p>Clerk #: 2429 JC</p>	<p>Page 1 of 1</p>

Name: _____

Supervisor: _____

Student Placement Checklist

HR Policies	Safe Workpractice Emergency Procedures Workplace Harassment
Oath of Confidentiality	Org Document

Date: _____

HR Rep: _____



RESTORATIVE JUSTICE ASSISTANT

Employee Performance Review

RECEIVED MAR 17 2020

EMPLOYEE INFORMATION	
Name <i>Natasha Salatino-March</i>	Employee ID
Job Title <i>RJ assistant</i>	Date <i>MARCH 9, 2020</i>
Department <i>DOS/MCYS/MI/MAG/HUB</i>	Manager <i>Chentelle Hines</i>
Review Period <i>Sept 16-2019 - present</i>	<i>Dec 16 (3 months)</i>

RATINGS					
	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	<i>- RJ facilitation - as back up - - Excl.</i>				
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments					
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	<i>Always on time.</i>				
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	<i>great.</i>				
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments					
Overall Rating (average the rating numbers above)					

EVALUATION	
ADDITIONAL COMMENTS	
GOALS (as agreed upon by employee and manager)	<i>Unit fly ins / facilitate circles.</i>

VERIFICATION OF REVIEW	
<i>By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.</i>	
Employee Signature <i>N. Salatino</i>	Date <i>March 9/2020</i>
Manager Signature <i>Chentelle Hines</i>	Date <i>March 9/20</i>