

Nishnawbe-Aski Legal Services Corporation

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Dec 18, 2023

Colette Shwetz
12 First Street
Nipigon, ON P0T2J0

Mailing Address:

101 Syndicate North,
Suite 101
Thunder Bay, ON
P7C 3V4

Tel: (807) 622-1413
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<http://www.nanlegal.on.ca>

RE: Retro/Pay Band Amendment

Dear Colette:

In reviewing the approved NALSC pay grid and salary bands, an error was noted with your placement on the pay grid. You were slotted in salary band **10** and should have been in salary band **11**. (Please see attached)

Therefore, you will be receiving an amendment in retroactive pay that was previously paid out to staff from April 1, 2022, to March 24, 2023. Our records show you already received a total of \$15,195.33 in retro pay for that period. Your correct retro pay amount should have been \$20,180.97. Therefore, you will be receiving the difference still owed to you of **\$4985.64**

You will also be receiving retro pay from April 1, 2023 to current for the increase in your salary that was not applied. Your annual salary as of April 1, 2023, was **\$105,700**. Your annual salary should have been **\$110,841**.

If you have any questions, please contact Irene Linklater, Executive Director, to discuss.

Sincerely,



Irene Linklater
Executive Director

Cc: Finance Department



Head Office:

1388 Fort William Rd. Fort
William First Nation, ON P7J
1K7

Employee	Allocated Salary Band	Allocated Pay Grid	Allocated Salary	Initial Salary Band	Initial Pay Grid	Initial Salary	Retro Paid March 24/23	Actual Retro Owed	Balance Retro Owing
Colette Shwetz	10	4	\$105,700	11	4	\$110,841	\$15,195.33	\$20,180.97	\$4985.64

Reason: 2022-2023 Payscale/Pay Equity Reconciliation

EMPLOYEE:	COLETTE SHWETZ
Position:	HR Manager
Start Date:	2019-02-14
YOS	4.8
Program:	Admin
Period:	April 1/22 to March 24/23

Period	Type	Current	Proposed	Difference	# HRS	Pay Band	Step	AMOUNT	
HR Manager	Regular Salary	\$89,000.00	\$105,700.00	\$16,700.00					
Start Date	2022-04-01	Regular Hourly	\$48.90	\$58.08	\$9.18	1765	10	4	\$16,195.33
End Date	2023-03-24								

Deductions

		Subtotal	\$16,195.33
2022-12-31	Bonuses for 2022/23	-	\$1,000.00
	Total Retro Pay		\$15,195.33

Approved by: _____

Date: _____

MM/DD/YYYY

Nishnawbe-Aski Legal Services Corporation
Proposed Step Placement in the Pay Band

Department	Job Classification Family	Job Title	Pay Band	Job Group Code	Employee	Start Date	Years of Service at Feb. 2023	Step Based on 105 in Job	Current Annual Salary	Row	Annual Salary After Placement on Range	Start Rate for Pay Band (\$296 of Month)	Step One (letter 1 year)	Step Two (letter 2 years)	Step Three (letter 3 years)	Step Four (letter 4 years)	Maximum Rate for Pay Band	Annual Adjustment Required to Achieve Step Rate
	Executive	(Director positions created by reorg)	13	DIR1	Vacant		123.9	5	n/a	2	\$132,422	\$114,427	\$117,654	\$121,184	\$124,819	\$128,564	\$132,422	\$0.00
	Manager	Human Resources Manager	11	FM	Cemile Swartz	February 14, 2019	4.8	4	\$89,000.00	3	\$110,843	\$98,482	\$104,480	\$107,614	\$110,843	\$114,169	\$118,825	\$21,842.55
	Specialist	Staff Lawyer	10	SP11	Sarah Munsch	March 14, 2022	1.7	1	\$87,480.00	4	\$96,730	\$93,913	\$96,730	\$99,632	\$102,621	\$105,700	\$108,872	\$0.00
	Specialist	Staff Lawyer/Bail & CRRV Manager	10	SP11	Dana Cristea	June 8, 2020	3.5	3	\$102,480.00	5	\$102,621	\$93,913	\$96,730	\$99,632	\$102,621	\$105,700	\$108,872	\$141.26
	Specialist	Staff Lawyer	10	SP11	Megan Wood	January 3, 2022	1.9	1	\$82,607.00	6	\$96,730	\$93,913	\$96,730	\$99,632	\$102,621	\$105,700	\$108,872	\$14,123.38
	Manager	Restorative Justice Manager	10	PM1	Charnelle Johnson	May 1, 2007	16.6	2	\$81,250.08	7	\$108,872	\$93,913	\$96,730	\$99,632	\$102,621	\$105,700	\$108,872	\$27,621.92
	Manager	Victim Witness Manager	9	PM1	Ann Hiller	May 12, 2021	2.6	2	\$80,000.00	8	\$83,055	\$78,287	\$80,636	\$83,055	\$85,546	\$88,113	\$90,757	\$23,054.67
	Manager	Talking Together Manager	9	PM1	Carol Buswa	February 15, 2021	2.8	2	\$83,000.00	10	\$83,055	\$78,287	\$80,636	\$83,055	\$85,546	\$88,113	\$90,757	\$20,054.67
	Legal Deferral	Restorative Justice SADV Worker	8	AJWIII	Melanie Michan	August 24, 2009	14.3	5	\$68,549.94	11	\$90,757	\$78,287	\$80,636	\$83,055	\$85,546	\$88,113	\$90,757	\$22,207.06
	Legal Deferral	Restorative Justice SADV Worker	8	AJWIII	Alana Odawa	August 19, 2019	4.3	4	\$80,000.00	12	\$78,360	\$69,622	\$71,711	\$73,862	\$76,078	\$78,360	\$80,712	\$28,360.38
	Legal Deferral	Restorative Justice Coordinator	8	AJWIII	Leathan Parrott	April 18, 2017	6.6	5	\$80,000.00	14	\$80,712	\$69,622	\$71,711	\$73,862	\$76,078	\$78,360	\$80,712	\$20,712.00
	Team Support	Executive Assistant	7	AS	Correen Kakegamic	October 2, 2000	23.2	1	\$47,000.00	15	\$63,324	\$61,479	\$63,324	\$65,223	\$67,180	\$69,195	\$71,272	\$16,323.60
	Team Support	Finance Coordinator	7	AS	Joanne Chenecho	February 13, 2017	6.8	5	\$84,000.00	17	\$71,272	\$61,479	\$63,324	\$65,223	\$67,180	\$69,195	\$71,272	\$7,272.00
	Team Support	Human Resources Recruitment Coord	7	AS	Vacant	September 4, 2020	3.2	3	\$67,180	18	\$67,180	\$61,479	\$63,324	\$65,223	\$67,180	\$69,195	\$71,272	\$7,180.01
	Team Support	Human Resources HRIS Coord	7	AS	Vacant		123.9	5	\$67,180	19	\$71,272	\$61,479	\$63,324	\$65,223	\$67,180	\$69,195	\$71,272	\$7,272.00
	Specialist	Policy Advisor	7	SPI	Shirley Keese		123.9	5	\$67,180	20	\$71,272	\$61,479	\$63,324	\$65,223	\$67,180	\$69,195	\$71,272	\$7,272.00
	Legal Deferral	Restorative Justice Worker	7	AJWII	Elizabeth Johnson	March 7, 2011	12.7	5	\$57,077.02	22	\$71,272	\$61,479	\$63,324	\$65,223	\$67,180	\$69,195	\$71,272	\$14,194.98
	Legal Deferral	Restorative Justice Worker	7	AJWII	Elizabeth Johnson	June 5, 2017	6.5	5	\$50,000.00	23	\$71,272	\$61,479	\$63,324	\$65,223	\$67,180	\$69,195	\$71,272	\$21,272.00
	Comm Access	Community HUB Coordinator	6	CPWII	Stacine Quequish	November 3, 2022	3.1	3	\$60,000.00	24	\$59,131	\$54,113	\$55,737	\$57,409	\$59,131	\$60,905	\$62,733	\$0.00
	Legal Process	Glacue Writer	6	LPWIII	Leslie King	November 26, 2018	5.0	5	\$60,000.00	25	\$62,733	\$54,113	\$55,737	\$57,409	\$59,131	\$60,905	\$62,733	\$2,733.00
	Legal Process	Glacue Writer	6	LPWIII	Bryan Phelan	August 31, 2020	3.3	3	\$56,000.00	26	\$59,131	\$54,113	\$55,737	\$57,409	\$59,131	\$60,905	\$62,733	\$3,131.27
	Legal Process	Glacue Writer	6	LPWIII	Michael Lemay Carpenter	February 2, 2015	8.8	4	\$55,000.00	27	\$62,733	\$54,113	\$55,737	\$57,409	\$59,131	\$60,905	\$62,733	\$7,733.00
	Legal Process	Glacue Writer	6	LPWIII	Joy Nwauani	July 8, 2019	4.4	4	\$56,000.00	28	\$60,905	\$54,113	\$55,737	\$57,409	\$59,131	\$60,905	\$62,733	\$4,905.21
	Legal Process	Glacue Writer	6	LPWIII	Rutanya Isehoff	November 28, 2022	1.0	1	\$51,000.00	29	\$55,737	\$54,113	\$55,737	\$57,409	\$59,131	\$60,905	\$62,733	\$4,768.89
	Legal Process	Glacue Writer	6	LPWIII	Jennifer Shenke	July 12, 2021	123.9	5	\$50,000.00	30	\$62,733	\$54,113	\$55,737	\$57,409	\$59,131	\$60,905	\$62,733	\$12,733.00
	Legal Deferral	Glacue Case Worker/Admin Support	6	AJWII	Terr Zoccolle	October 17, 2017	6.1	5	\$55,988.12	32	\$62,733	\$54,113	\$55,737	\$57,409	\$59,131	\$60,905	\$62,733	\$7,409.00
	Legal Deferral	Glacue Case Worker	6	AJWII	Diana Pine	November 3, 2021	2.1	2	\$53,000.00	33	\$57,409	\$54,113	\$55,737	\$57,409	\$59,131	\$60,905	\$62,733	\$6,734.88
	Legal Deferral	Glacue Case Worker	6	AJWII	Alexandrina Adams	November 7, 2022	1.1	1	\$51,000.00	34	\$55,737	\$54,113	\$55,737	\$57,409	\$59,131	\$60,905	\$62,733	\$4,409.00
	Legal Deferral	Glacue Case Worker	6	AJWII	Robert Albany	January 6, 2020	3.9	3	\$50,000.00	35	\$62,733	\$54,113	\$55,737	\$57,409	\$59,131	\$60,905	\$62,733	\$4,736.89
	Legal Deferral	Glacue Case Worker	6	LPWII	Shannon Havelau	January 29, 2018	5.8	5	\$50,000.00	36	\$62,733	\$54,113	\$55,737	\$57,409	\$59,131	\$60,905	\$62,733	\$9,131.27
	Legal Process	Pre-Charge Worker	6	LPWII	Ryan Sakakeep	July 12, 2022	1.4	1	\$49,000.00	37	\$55,737	\$54,113	\$55,737	\$57,409	\$59,131	\$60,905	\$62,733	\$12,733.00
	Legal Deferral	Guns/Gangs Youth Intervention W	5	AJWI	Quincy Deaes	June 6, 2022	1.5	1	\$45,000.00	38	\$48,705	\$47,286	\$48,705	\$50,166	\$51,671	\$53,221	\$54,818	\$6,736.89
	Legal Deferral	TTP Facilitator	5	AJWI	Heather Napash	February 13, 2012	11.8	5	\$55,000.00	39	\$54,818	\$47,286	\$48,705	\$50,166	\$51,671	\$53,221	\$54,818	\$3,704.59

PARITY SALARY RANGES EFFECTIVE APRIL 1, 2022

2023-12-01
[https://nashnawbe-aski.sharepoint.com/personal/cswartz_legal_on_cad/Documents/RETRO COMP - ALL STAFFWORK SHEETS/USE THIS ONE Copy of Step placement at parity rates by employee NON LAO-funded \(R 17 March 23\)](https://nashnawbe-aski.sharepoint.com/personal/cswartz_legal_on_cad/Documents/RETRO COMP - ALL STAFFWORK SHEETS/USE THIS ONE Copy of Step placement at parity rates by employee NON LAO-funded (R 17 March 23))
 Nishnawbe-Aski Legal Services
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Proposed Step Placement in the Pay Band

Department	Job Classification Family	Job Title	Pay Band	Job Group Code	Employee	Start Date	Year of Service as of Feb. 2023	Step Level based on VOS in Job	Current Annual Salary	Row	Annual Salary After Placement in Range	Start Rate for Pay Band (5.9% of Max)	Step One Later (1 Year)	Step Two Later (2 years)	Step Three (After 3 years)	Step Four (After 4 years)	Maximum Rate for Pay Band	Annual Adjustment Required to Allow Step Rate
Legal	Deferral	TTP Facilitator	5	AJWI	Susan Chescho	August 3 2020	123.9	5	\$50,000.00	40	\$54,818	\$47,286	\$48,705	\$50,166	\$51,671	\$53,221	\$54,818	\$4,818.00
Legal	Deferral	TTP Facilitator	5	AJWI	Mary Pascoe	February 10 2020	3.3	3	\$55,000.00	41	\$51,671	\$47,286	\$48,705	\$50,166	\$51,671	\$53,221	\$54,818	\$0.00
Legal	Deferral	TTP Facilitator	5	AJWI	Rachael Ruch	January 6 2020	3.8	3	\$50,000.00	42	\$51,671	\$47,286	\$48,705	\$50,166	\$51,671	\$53,221	\$54,818	\$1,670.70
Legal	Deferral	Youth Intervention Worker	5	AJWI	Melissa Bucherland	January 6 2020	3.9	3	\$50,000.00	43	\$51,671	\$47,286	\$48,705	\$50,166	\$51,671	\$53,221	\$54,818	\$1,670.70
Legal	Deferral	Youth Intervention Worker	5	AJWI	David Chocokomlin	January 17 2022	123.9	5	\$51,000.00	44	\$54,818	\$47,286	\$48,705	\$50,166	\$51,671	\$53,221	\$54,818	\$3,818.00
Legal	Deferral	Youth Intervention Worker	5	AJWI	Glora Turtle	February 4 2019	1.9	1	\$51,000.00	45	\$48,705	\$47,286	\$48,705	\$50,166	\$51,671	\$53,221	\$54,818	\$0.00
Legal	Deferral	Youth Intervention Worker	5	AJWI	Christopher Beardy	February 4 2019	4.8	4	\$50,000.00	46	\$53,221	\$47,286	\$48,705	\$50,166	\$51,671	\$53,221	\$54,818	\$3,220.82
Legal	Deferral	Youth Intervention Worker	5	AJWI	Aarti Chapman	November 9 2021	123.9	5	\$47,500.00	47	\$54,818	\$47,286	\$48,705	\$50,166	\$51,671	\$53,221	\$54,818	\$4,818.00
Legal	Deferral	Youth Intervention Worker	5	AJWI	Elton Crow	November 9 2021	2.1	2	\$47,500.00	48	\$54,818	\$47,286	\$48,705	\$50,166	\$51,671	\$53,221	\$54,818	\$7,318.00
Legal	Deferral	Youth Intervention Team Worker	5	AJWI	Mary Spencer	August 22 2016	7.3	5	\$50,000.00	50	\$54,818	\$47,286	\$48,705	\$50,166	\$51,671	\$53,221	\$54,818	\$4,818.00
Legal	Deferral	Youth Intervention Worker	5	AJWI	Sheila Friday	August 17 2022	1.3	1	\$47,000.00	51	\$48,705	\$47,286	\$48,705	\$50,166	\$51,671	\$53,221	\$54,818	\$1,704.59
Legal	Process	Bylaw Worker	5	LPVII	Evangeline Meekis	December 9 2019	123.9	5	\$47,500.00	52	\$54,818	\$47,286	\$48,705	\$50,166	\$51,671	\$53,221	\$54,818	\$7,318.00
Legal	Process	Restorative Justice Bylaw Worker	5	LPVII	Jordan Alkewenze	October 18 2021	4.0	3	\$50,000.00	53	\$51,671	\$47,286	\$48,705	\$50,166	\$51,671	\$53,221	\$54,818	\$1,670.70
Legal	Process	Community Release & Reintegration	5	LPVII	Charles Benson	April 30 2018	2.1	2	\$50,000.00	54	\$50,166	\$47,286	\$48,705	\$50,166	\$51,671	\$53,221	\$54,818	\$1,667.73
Legal	Process	Community Release & Reintegration	5	LPVII	Keith William John McKay	July 4 2018	12.4	5	\$50,000.00	55	\$54,818	\$47,286	\$48,705	\$50,166	\$51,671	\$53,221	\$54,818	\$4,818.00
Legal	Process	Community Release & Reintegration	5	LPVII	Angus Miles	August 13 2018	5.3	5	\$50,000.00	56	\$54,818	\$47,286	\$48,705	\$50,166	\$51,671	\$53,221	\$54,818	\$4,818.00
Legal	Process	Community Release & Reintegration	5	LPVII	Jean Rabbit-Waboose	September 17 2018	5.2	5	\$50,000.00	57	\$54,818	\$47,286	\$48,705	\$50,166	\$51,671	\$53,221	\$54,818	\$4,818.00
Legal	Process	Community Release & Reintegration	5	LPVII	David Sutherland	November 5 2018	5.1	5	\$50,000.00	58	\$54,818	\$47,286	\$48,705	\$50,166	\$51,671	\$53,221	\$54,818	\$4,818.00
Legal	Process	Community Release & Reintegration	5	LPVII	Bobby Amshinable	June 6 2022	1.5	1	\$47,000.00	59	\$48,705	\$47,286	\$48,705	\$50,166	\$51,671	\$53,221	\$54,818	\$1,704.59
Legal	Process	Indigenous Bail Worker	5	LPVII	Catherine Gull	October 17 2017	6.1	5	\$50,000.00	61	\$51,671	\$47,286	\$48,705	\$50,166	\$51,671	\$53,221	\$54,818	\$1,670.70
Legal	Process	Indigenous Bail Coordinator	5	LPVII	Amanda Ralte	April 26 2021	123.9	5	\$53,000.00	62	\$54,818	\$47,286	\$48,705	\$50,166	\$51,671	\$53,221	\$54,818	\$0.00
Legal	Process	Indigenous Bail Verification	5	LPVII	Merryl Miller Quill	March 8 2021	2.7	2	\$47,000.00	65	\$50,166	\$47,286	\$48,705	\$50,166	\$51,671	\$53,221	\$54,818	\$3,166.73
Legal	Process	Victim Witness Liaison Worker	5	CPVI	Cecilia Fiddler	September 19 2017	123.9	5	\$50,000.00	66	\$54,818	\$47,286	\$48,705	\$50,166	\$51,671	\$53,221	\$54,818	\$4,818.00
Legal	Process	Victim Witness Liaison Worker	5	CPVI	Ann Hamilton	March 21 2022	1.2	1	\$52,000.00	70	\$48,705	\$47,286	\$48,705	\$50,166	\$51,671	\$53,221	\$54,818	\$4,818.00
Legal	Process	Victim Witness Liaison Worker	5	CPVI	Sheila Carston	September 12 2022	1.2	1	\$52,000.00	71	\$48,705	\$47,286	\$48,705	\$50,166	\$51,671	\$53,221	\$54,818	\$0.00
Legal	Process	Victim Witness Liaison Worker	5	CPVI	Amber Echum	July 12 2021	2.4	2	\$50,000.00	72	\$50,166	\$47,286	\$48,705	\$50,166	\$51,671	\$53,221	\$54,818	\$1,667.73
Legal	Process	Victim Witness Liaison Worker	5	CPVI	Wilma Carpenter	May 15 2017	6.5	5	\$50,000.00	73	\$54,818	\$47,286	\$48,705	\$50,166	\$51,671	\$53,221	\$54,818	\$4,818.00
Legal	Process	Victim Witness Liaison Worker	5	CPVI	Steffan Meekis-Fiddler	April 30 2018	5.6	5	\$50,000.00	74	\$54,818	\$47,286	\$48,705	\$50,166	\$51,671	\$53,221	\$54,818	\$4,818.00
Legal	Process	Victim Witness Liaison Worker	5	CPVI	Karen Wesley	September 20 2020	3.2	3	\$50,000.00	75	\$51,671	\$47,286	\$48,705	\$50,166	\$51,671	\$53,221	\$54,818	\$1,670.70
Team Support			4	CASI		October 30 2018	123.9	5	\$41,880.00	76	\$49,995	\$43,126	\$44,420	\$45,752	\$47,125	\$48,539	\$49,995	\$12,958.00
Team Support			4	CASI		October 30 2018	123.9	5	\$50,000.00	77	\$49,995	\$43,126	\$44,420	\$45,752	\$47,125	\$48,539	\$49,995	\$0.00
Team Support			4	CASI		October 30 2018	123.9	5	\$50,000.00	78	\$49,995	\$43,126	\$44,420	\$45,752	\$47,125	\$48,539	\$49,995	\$0.00

PARITY SALARY RANGES EFFECTIVE APRIL 1, 2022

2023-12-01
 https://nanegahmy.sharepoint.com/personal/schwelz_ranlegal_oc_cad/Documents/RETRO COMP - ALL STAFF/WORK SHEETS/USE THIS ONE Copy of Step Placement at parity rates by employee NON LAO-funded (R 17 March 23)
 Nishwanbe Aski Legal Services
 Equity and More



Proposed Step Placement in the Pay Band **PARITY SALARY RANGES EFFECTIVE APRIL 1, 2022**

Department	Job Classification Family	Job Title	Pay Band	Job Group Code	Employee	Start Date	Years of Service at 12/31/2021	Step Based on YOS as of 1/1/22	Current Annual Salary	Row	Annual Salary after Placement in Range	Start Date for Pay Band (12/31/21)	Step One (after 1 year)	Step Two (after 2 years)	Step Three (after 3 years)	Step Four (after 4 years)	Maximum Rate for Pay Band	Annual Adjustment Required to Achieve Step Date
Team Support	RJ Program Coordinator		4	CASI	Natasha Salafro-Mach	June 24 2019	4.4	4	\$50,000.00	79	\$48,539	\$43,126	\$44,420	\$45,752	\$47,125	\$48,539	\$49,995	\$0.00
Team Support	Custodial Mice & Lease Manager		3	FS	Rhann Mainville	October 26 2020	3.1	3	\$45,000.00	80	\$45,238	\$41,399	\$42,641	\$43,920	\$45,238	\$46,595	\$47,993	\$0.00
Team Support	Receptionist		2	GCS	Sheba Fox	May 22 1990	33.5	5	\$43,483.80	81	\$45,282	\$39,060	\$40,232	\$41,439	\$42,682	\$43,963	\$45,282	\$1,798.20
Team Support	Receptionist		2	GCS	Sylvia Sakanea	September 21 2020	3.2	3	\$38,220.00	82	\$42,682	\$39,060	\$40,232	\$41,439	\$42,682	\$43,963	\$45,282	\$4,462.19
Team Support?	Restorative Justice Assistant		2	GCS	Lauren Differ	January 27 2022	1.8	1	\$45,000.00	83	\$40,232	\$39,060	\$40,232	\$41,439	\$42,682	\$43,963	\$45,282	\$0.00
Team Support	TTIP Assistant		2	GCS	Zaida Watt	November 8 2010	13.1	5	\$54,500.00	84	\$45,282	\$39,060	\$40,232	\$41,439	\$42,682	\$43,963	\$45,282	\$0.00
Team Support	Victim Witness Liason Assistant		2	GCS			123.9	5		85	\$45,282	\$39,060	\$40,232	\$41,439	\$42,682	\$43,963	\$45,282	\$45,282.00