

Nishnawbe-Aski Legal Services  
Corporation

ᐱᓄᓄᓄᓄ ᐱᓄᓄ ᐱᐱᐱᓄᓄᓄᓄ ᐱᐱᐱᓄᓄᓄᓄ  
L "rCLr .Δᐱ

July 24, 2020

Mailing Address:

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

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

mailto:info@nanlegal.on.ca

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



Head Office:

138 B. Mission Road  
Fort William First Nation,  
ON P7J 1K7

Att: Colette Shwetz – HR Manager

Re: Discharge Coordinator

I have read your offer for the Discharge Coordinator position and have only one request.

Due to the position being a contract position I would like to take a leave of absence from the Travel Coordinator position from August 4<sup>th</sup>, 2020 to March 31<sup>st</sup>, 2021. At that time should the Discharge Coordinator position end, I would like return to the Travel Coordinator position.

I look forward to hearing your decision regarding this request. Miigwetch.

Sincerely

Holly Sitch

**Nishnawbe-Aski Legal Services**  
Corporation

ᐱᐢᐱᐢᐱᐢᐱᐢ ᐱᐢᐱᐢᐱᐢ ᐱᐢᐱᐢᐱᐢ ᐱᐢᐱᐢᐱᐢ ᐱᐢᐱᐢᐱᐢ  
L "ᐱᐢᐱᐢᐱᐢᐱᐢ

July 22, 2020

Holly Sitch  
Nipigon, ON  
P0T2J0

Dear Holly:

**Re: Employment Agreement – Discharge Coordinator (Contract Position)**

On behalf of Nishnawbe-Aski Legal Services Corporation ("NALSC"), I am pleased to offer you a contract position as a **Discharge Coordinator** in accordance with the terms and conditions described in the attached employment agreement ("the Agreement").

Please carefully read and consider the terms and conditions in the Agreement and confirm your understanding of, and agreement with, them by signing and returning the countersigned copy to me. Please retain the second copy of the Agreement your records. When countersigned by you, the Agreement shall constitute a binding employment agreement between you and NALSC.

Holly, congratulations on your new position. We look forward to working with you and look forward to a mutually successful future together!

Yours truly,

Colette Shwetz  
HR Manager

*Emailed on  
July 23/20*

**Mailing Address:**

1805 Arthur St E  
Thunder Bay, Ontario  
P7E 2R6

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

Email:  
info@nanlegal.on.ca

Website:  
Http://www.nanlegal.on.ca



**Head Office:**

138-B Mission Rd, Fort  
William First Nation, ON  
P7J 1K7

# **EMPLOYMENT AGREEMENT**

**BETWEEN:**

**NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
hereinafter called "NALSC"**

**- and -**

**Holly Sitch**

**(Term Contract ending March 31, 2021)**

## **1. Employment**

You will hold the position of **Discharge Coordinator**, operating out of NALSC's office in **Thunder Bay** and will report to the program manager. A brief job description for this position, which may be amended by the Company from time to time, is enclosed hereto as Appendix "A". Your title, duties and responsibilities may be changed at the discretion of the Company, consistent with your role, and shall not constitute a constructive dismissal.

For the period that you are in the contract position, the expectation is that you shall devote the whole of your working time, attention and ability to the business of NALSC and you shall truly and faithfully serve NALSC and shall use your best efforts to promote the interests of NALSC. To that end, you shall not engage in any activities which would result in your interests coming into conflict with the interests of NALSC.

Should this be an internal transfer to a different (Full time/contract) position within the organization, all current benefits and pension will continue with no interruption. If there are changes in salary, pension deductions will be adjusted accordingly.

## **2. Term**

You will begin in this position on **August 4, 2020** and expire on **March 31, 2021** and is subject to the termination provisions contained herein.

## **3. Probationary Period**

There will be no additional probationary period with this internal transfer.

## **4. Compensation and Benefits**

You will receive the following compensation and benefits:

(a) **Salary.** You will be paid **\$50,000** annually, with an additional **\$5,000** to continue to perform your additional administrative duties while in the position of Discharge Coordinator. The additional **\$5,000** will remain in effect for as long as you continue performing additional administrative duties in addition to the Discharge Coordinator position or the term contract is terminated or expires. Our payroll is administered biweekly.

(b) **Benefits.** Your Benefit terms and eligibility will remain the same and continue from your previous position.

(c) **Pension.** Your Benefit terms and eligibility will remain the same and continue on without interruption, from your previous position. If there is a change in compensation, your Pension will adjust accordingly.

You agree and acknowledge that all benefit coverage and enrolment in NALSC's pension plan shall cease upon the last day of employment in the event of your resignation or your termination for just cause, or, if you are terminated without cause, shall cease at the end of the notice period outlined in section eight (8) below or as prescribed by section 57 of the ESA.

## **5. Vacation**

Your vacation status and entitlement will continue with no interruption or changes. Please note that vacation entitlement is per your annual hire date and is earned throughout the calendar year. Although every effort will be made to provide you with vacation time requested, you acknowledge that there may be times when certain vacation time is denied due to the specific needs of NALSC's business. Vacation requests must be made in writing to your Program Manager at least one (1) month prior to the requested vacation period. Should the foregoing amount be less than the minimum entitlement to vacation required in the ESA, then the minimum amount required by that statute shall apply.

Vacation time must be pre-approved and will be scheduled at mutually convenient times recognizing that, in a small office such as ours, we must always be conscious of having coverage.

## **6. Hours of Work**

This is a full-time position and your regular hours of work are from 35, Monday through Friday, with a one (1) hour lunch break, for a total of thirty-five (35) hours per week, but may be changed based on NALSC's needs. You may also be required to work evenings, Saturdays and Sundays.

If you are required or work, or request to work, more hours than provided for in this Agreement you must first obtain the written direction or written approval of your direct supervisor within 24 hours of working such hours. As agreed upon during your interview, you are required to provide a copy of your criminal records check. This will be required as soon as possible and before the end of your probationary period. Should you fail to provide this document, your probationary period may be extended or your employment may be suspended or terminated.

## **7. Personnel Policies, Procedures and Rules**

You will be bound by any personnel policies, procedures and rules established by NALSC. By signing this Agreement, the Employee confirms that you have been provided with, has read and agrees to abide by all policies, procedures and rules established by NALSC.

## **8. Termination**

While it is difficult to discuss the conclusion of a relationship at the outset, we believe it is helpful to address these issues so that both parties have clarity moving forward.

**(a) Just Cause.** If you engage in any act or omission which constitutes just cause at law, this Agreement will terminate immediately and you shall receive no payments other than accrued wages and vacation entitlements to the date of termination.

**(b) Without Cause.** In the absence of just cause, NALSC may terminate this Agreement for any reason and at any other time upon providing you with your entitlements pursuant to the ESA. This notice or pay in lieu of notice shall be calculated on the basis of your base salary only and shall be in full satisfaction of any obligations owing to you by NALSC, statutory, common law or otherwise.

**(c) By the Employee.** If you elect to terminate this Agreement, you shall provide NALSC with four weeks' written notice. This notice may be waived by NALSC at its sole discretion, without any further payment or obligation to you.

## **10. Confidentiality**

During the term of this Agreement, you will have access to information that NALSC considers to be confidential. Such confidential information includes, but is not limited to, any information concerning clients, billing rates, employees, methods of procurement, financial, purchasing, marketing, logistical and or sales strategies and techniques of NALSC and other secret information and that such information constitutes valuable, special and unique property of NALSC.

Accordingly, you agree that you will not, at any time, (either during employment or at any time thereafter) directly or indirectly, disclose to or for the benefit of any person, firm, corporation, association, business entity or agency, governmental or private, of any nature whatsoever and whosoever situate, any confidential information of NALSC, except in connection with the performance of your duties on behalf of NALSC or as publicly available other than as a consequence of the breach by you of your confidentiality obligations hereunder.

## **11. Return of Company Property and Documents**

At the conclusion of employment, or earlier if requested by NALSC, you shall promptly surrender to NALSC, without retaining copies, all tangible items which are or contain confidential information pertaining to NALSC. You shall also return all electronic devices, files, memory keys, correspondence, memoranda, documents, training materials, manuals, computer software, hardware and printouts,

working papers, client lists, telephone/address books, business cards, appointment books, calendars and other tangible items which NALSC gave to you, or which you created in whole or in part within the scope of your employment, even if these items do not contain confidential information.

### **13. Authorization**

By signing this letter, you authorize NALSC to deduct from any outstanding payment, including wages, owed to you by NALSC at any time, any monies which you owe to NALSC.

### **14. Entire Agreement**

This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and cancels and supersedes any and all prior and contemporaneous agreements, discussions and understandings. There are no representations, warranties, forms, conditions, undertakings or collateral agreements, express, implied or statutory between the parties other than as expressly set forth in this Agreement. No waiver, modification or termination of any term of this Agreement shall be effective unless in writing and signed by all parties.

### **15. Severability**

The provisions, paragraphs and sub-paragraphs of this Agreement are and shall be deemed to be severable the one from the other. If any one or more of the provisions, paragraphs or sub-paragraphs contained herein shall be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions, paragraphs and subparagraphs contained herein shall not in any way be affected or impaired.

### **16. Headings**

The headings contained in this Agreement are for reference purposes only and shall not in any way affect the meaning interpretation of this Agreement.

### **17. Governing Law**

This Agreement shall be governed in all respects by the laws of the Province of Ontario and the laws of Canada applicable therein.

### **18. Assignment**

Except as otherwise provided herein, no assignment of any rights or delegation of any obligations provided for herein may be made by any party without the express written consent of all other parties hereto. Notwithstanding the foregoing, NALSC may, upon two (2) days written notice to you, assign its rights, together with its obligations hereunder, to any associate or affiliate of NALSC.

**19. Interpretation**

The language used in this Agreement shall be deemed to be the language chosen by the parties to express their mutual intent, and the Agreement shall be interpreted without regard to any presumption or other rule requiring interpretation of the Agreement more strongly against the party causing it to be drafted.

**20. Independent Legal Advice**

You acknowledge that you have had ample opportunity to obtain independent legal advice in connection with the negotiation and ultimate execution of this Agreement. If you did not obtain independent legal advice, it is because you understood this Agreement, and did not feel that you needed legal advice. You therefore confirm that you are executing this Agreement freely, voluntarily and without duress.

**21. Copy of the Agreement**

You hereby acknowledge receipt of a copy of this Agreement duly signed by NALSC.

Holly, I extend a very warm welcome to you. I hope you find your employment with the organization challenging and rewarding and look forward to a mutually successful future together.

Yours truly,

Colette Shwetz  
HR Manager

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

\_\_\_\_\_  
Date