

**Payscale/Pay Equity Reconciliation - Review**

Employee:	DOREEN STONE
Reason:	Employee Request
Date:	27-Jul-23

**CALCULATION:**

2022	<b>STARTING SALARY</b>		<b>\$60,000.00</b>
09-Dec-22	COLA ADJ 2022	\$1,200.00	\$1,200.00
09-Dec-22	COLA Retro back to April 1, 2022	\$807.69	
	<b>New Salary - Dec 9, 2022</b>		<b>\$61,000.00</b>
24-Mar-23	New Grid Salary Placement		\$71,272.00
	RETRO Amount owing - March 24, 2023 (1765 hrs)		<b>\$10,931.36</b>
	COLA Deductions (Dec 9/22)	\$1,200.00	
	COLA Retro Deductions (Dec 9/22)	\$807.69	
	Total COLA Deductions	\$2,007.69	\$2,007.69
	<b>TOTAL RETRO OWING</b>		<b>\$8,923.67</b>
24-Mar-23	<b>TOTAL AMOUNT PAID OUT (March 24, 2023)</b>		<b>\$8,567.63</b>
27-Jul-23	<b>TOTAL AMOUNT OUTSTANDING</b>		<b>\$356.04</b>

**NOTES:**

**FINDINGS:** The following errors were found:

- #1 The base salary used to calculate the retro was incorrect. \$61,000 was used and it should have been \$60,000.
- #2 The COLA retro of \$807.69 was missed in the original calculation.

**SUMMARY:** \$1,200 was added to the base salary used for calculating the March 24/23 retro in error and later deducted again in the COLA deductions. Also the COLA retro of 807.69 to April /22 was missed and not factored in the initial calculation.

**RECOMMENDATIONS:** The above outstanding balance of **\$356.04** to be paid out to the employee.

Reason: 2022-2023 Payscale/Pay Equity Reconciliation - RECALCULATION July 27, 2023

<b>EMPLOYEE:</b>	<b>DOREEN STONE</b>
Position:	Sr. Assessment Officer
Start Date:	1999-09-30
YOS	23.8
Program:	Legal Aid
Period:	April 1/22 to March 24/23

Period	Type	Current	Proposed	Difference	# HRS	Pay Band	Step	AMOUNT	
<b>Sr. Assess Officer</b>	Regular Salary	\$60,000.00	\$71,272.00	\$11,272.00					
Start Date	2022-04-01	Regular Hourly	\$32.97	\$39.16	\$6.19	1765	7	5	\$10,931.36
End Date	2023-03-24								

**DEDUCTIONS**

		Subtotal	\$10,931.36
2022-12-09	COLA Retro		\$807.69
2022-12-09	COLA Adjustment	-	\$1,200.00
	<b>Total Retro Pay</b>		<b>\$8,923.67</b>

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

MM/DD/YYYY

Reason: 2022-2023 Payscale/Pay Equity Reconciliation

<b>EMPLOYEE:</b>	<b>DOREEN STONE</b>
Position:	Sr. Assessment Officer
Start Date:	1999-09-30
YOS	23.8
Program:	Legal Aid
Period:	April 1/22 to March 24/23

Period	Type	Current	Proposed	Difference	# HRS	Pay Band	Step	AMOUNT	
<b>Sr. Assess Officer</b>	Regular Salary	\$61,200.00	\$71,272.00	\$10,072.00					
Start Date	2022-04-01	Regular Hourly	\$33.63	\$39.16	\$5.53	1765	7	5	\$9,767.63
End Date	2023-03-24								

**DEDUCTIONS**

		Subtotal	\$9,767.63
2022-12-09	COLA Adjustment	-	\$1,200.00
		<b>Total Retro Pay</b>	<b>\$8,567.63</b>

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

MM/DD/YYYY

# Nishnawbe-Aski Legal Services Corporation

ᐱᐱᐱᐱᐱᐱ ᐱᐱᐱᐱ ᐱᐱᐱᐱᐱᐱ ᐱᐱᐱᐱᐱᐱᐱᐱᐱᐱ  
L"rCLr·Δᐱ

Dec 09, 2022

Doreen Stone  
C/o Nishnawbe-Aski Legal Services Corporation  
Thunder Bay, ON P7E 2R6

**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](mailto:info@nanlegal.on.ca)

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



**Head Office:**

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

**PRIVATE AND CONFIDENTIAL**

**Re: COLA Salary Increase/Retro Pay**

I am writing to let you know that as a permanent, full-time NALSC Legal Aid staff member, you will be receiving a 2% COLA increase retroactive to April 1, 2022, on your pay stub.

You will receive a retro pay of **\$807.69** on Payroll #26, and the following payrolls will be adjusted accordingly.

Your yearly base salary has been increased from **\$60,000.00** to **\$61,200.00**.

NALSC would like to thank you for your hard work and contribution to the Legal Aid Program, especially during the recent pandemic.

Sincerely,

Colette Shwetz  
HR Manager

