



June 2023

### President's Message

It's hard to believe another school year is coming to an end. The past ten months have brought many ups and downs, laughter, and tears. Working in education is a rollercoaster ride, but one that we have all chosen to climb aboard. I thank each of you for your dedication and professionalism in the roles that you have played. The summer months will fly by faster than any of us want. Next school year will bring a new set of challenges. The reduction and redistribution of staff in the division is noticeable. Your job assignments may look very different come September. As a collective, we must monitor and speak out when we are being asked to do tasks that do not fall in line with our job descriptions. Become familiar with our collective agreement, job descriptions and policies that relate to your position. Know your rights. Knowledge is power. I am here for any questions that you may have; do not hesitate to reach out for clarification. We all have big hearts and want to do what is best for the students in our division, but we also need to take care of ourselves. Speaking of the collective, we have begun the negotiation process and will continue to fight for a fair contract for the membership. During the summer break, I will be away from the office, but you can always reach me through email. I will be returning to regular office hours on August 22<sup>nd</sup>. I wish you all a wonderful summer break. Relax, enjoy, stay safe.  
Jenn Monaster

### Executive Members

We would like to welcome the newest members of our MANTE executive, Jenn Plesh and Noah Reimer. They joined our team as EA representatives. At this time, we would like to extend our thanks to Gayle Rafter for all her years serving the association. Remember, if you have any questions or concerns you can reach out to any of our executive members.

- President – Jenn Monaster
- Vice President – John Izzard
- Treasurer – Robyn King
- Secretary – Cerys Hooper
- Information Officer – Signy McIntyre
- Board Office Rep – Rosemary Koltalo
- EA Rep and Health and Welfare Rep – Maggi Sawchuk
- EA Rep – Jenn Plesh
- EA Rep – Noah Reimer
- Library Rep – Jocelyn Oliver
- Secretary Rep – Kerry Fraser
- Secretary Rep – Wanda Prychitko



## Bits and Bites

### Ask a Rep

Do you have any general questions that you would like an answer to and that could be beneficial information to the whole? Shoot us an email and we will post the Q and A's here.  
[mante@mante.ca](mailto:mante@mante.ca)

### Spotlight

Do you have a story that you would like to shine a light on? Please send us your successes, perhaps you want to recognize an exceptional employee, maybe a student activity that just warmed your heart. We want to share the joys that occur in the day to day. [mante@mante.ca](mailto:mante@mante.ca)

### MANTE Wants to Keep in Touch.

If a member at your work location is off for an extended illness or has had a bereavement in the family, or if a member has had a birth or an adoption in their family, please advise Maggi Sawchuk at [maggi.sawchuk@sjasd.ca](mailto:maggi.sawchuk@sjasd.ca). She will continue to send out cards of sympathy and congratulations throughout the summer months.

### Personal Day/50-Hour Day

Reminder that every MANTE employee is entitled to one personal day per school year. If you have not taken your day yet, make sure you get it booked. You cannot carry forward a personal day, use it or lose it. If you have earned a co-curricular day (50+ hours of volunteer time) please arrange an appropriate day off with your administrator. This leave normally occurs when classes are not in session. Remember that this day must be entered into Atrieve using the code: EXSU

## Vice President's Message

Well, as I begin to reflect on the school year, there is a lot I am grateful for. Among the ever-changing dynamics that happen in schools, the staff and students help create a lot of joy in life, and they are a constant. I see relationships being built, rapport getting stronger, laughter and care being shared everywhere. Each day I come to work, I know that I don't know what will happen next, leaving my mind open to a sense of adventure, even amongst some of the most challenging moments. I also know that I have a choice to be the best I can be, to be kind, to be thoughtful, to be considerate of others, and that I have something to offer to fill in the gaps, when there are gaps to fill, and I am grateful that I have the ability to make those choices and be a part of a team.

I believe every person matters, and I recognize that there are support staff everywhere, doing jobs that are exceptionally challenging and I am grateful for your courage to walk alongside the people who sometimes need exceptional help. I commend the tireless care you give. Every position in schools matter, and I want to take a moment to thank you for your continued service. Whether you're Clerical Support, Library Tech, Educational Support, Behavior Intervention, Interpreter or Tutor, Program Assistant, Computerized Note Taker, Crossing Guard, or a Substitute, the work you do matters, because without you we are missing a part of the whole.

As we enter our first leg of negotiations in almost a decade, I am proud to represent such a dedicated group of people, and I am committed to the pursuit of fair and reasonable terms and conditions that keep our staff safe, treated respectfully and empowered to live the best life possible. I look forward to next year as we begin the next stage, but before that...

The summer break is nigh and is well earned and deserved. I implore you to take time for you, go get a massage, take a trip, sit by the beach, get some sun, read a book, turn off your alarm clocks if you can, spend time with the people who are important to you and have fun doing it!

John Izzard

## Honoring our MANTE Retirees 2022/2023

<b>Name</b>	<b>Years of Service</b>
David A.	9
Emma A.	15
John C.	10
Beverly D.	12
David E.	21
Lee-Anne F.	25
Carolyn L.	26
Luann L.	22
Jamie L.	18
Susanne M.	19
Bruce M.	18
Kelly M.	12
Graham N.	22
Norm P.	31
Debbie P.	24
Anne R.	17
Donna T.	35
Martha W.	26

Congratulations and good luck on your future endeavors!



## Did You Know

Absenteeism is on the rise in the Canadian workforce. There are many factors that are contributing to this increase. Some of the main causes of absenteeism include minor illness, workplace bullying or harassment, mental health issues, major illness and long-term conditions, family issues, approved leaves and team and management issues. We all felt the reality of this situation in our buildings this past school year. Life has not been easy these days, but we are here to try and help. Any matter that you would like to discuss is 100% confidential. If there is something we can do to try and help improve your workplace, please reach out.

Did you know that, through our Blue Cross coverage, we do have mental health coverage.

*Mental Health Coverage Enhancements Effective January 1, 2023, the combined coverage for Mental Health practitioners (including clinical psychologists, social workers, clinical counsellors, marriage or family therapists, and psychotherapists) increased from \$850 to \$1,500 per person, per calendar year.*

Life has not been easy for anyone these past few years. We lived through a pandemic; we have watched as inflation has eaten away at any extra funds we may have had. Everyone has something going on and you never know what the person next to you is battling. So, in the infamous words of Bill and Ted

## “Be Excellent To Each Other”

## What's New

The division is currently working on a more streamlined approach to the Violent Incident Report form. The current form can be found:

- Go into Portal
- Click on Forms Tile
- Click on Accident, Serious, Aggressive, MANTE Violent and Threat Assessment
- Click on MANTE Violent Incident (near the bottom of the page)

These forms are to be completed whenever there is a violent incident. Violence is defined as

*The attempted or actual exercise of physical force against a person and any threatening statement or behaviour that gives a person reasonable cause to believe that physical force will be used against them. Source: Part 11 of “The Workplace Safety and Health Regulation M.R. 217/2006”*

There does not have to be a physical injury to your person to justify completion of this form. It is imperative that the division have a true representation of the violence we are experiencing in our buildings. I cannot stress enough how important submitting these forms are. The division has an updated policy regarding the use of seclusion and restraint (*JLIG-R Physical restraint*). The use of NVCI is restricted to the members that are on the NVCI team. Each school is responsible for maintaining this team. ESS has put together a video presentation explaining the new policy. This can be found.

- Go into Portal
- Click on Student Services Tile
- Under Online PD: Click here for Seclusion and Restraint <https://youtu.be/Jko6t3ecH6w>

If you have some time during your day, I recommend you become familiar with these new procedures and policies.



### **Important Information Regarding Employment Insurance Benefits**

The division will send your ROE electronically. There is no reason to wait for your ROE to file your claim. Remember, your last day of work may be different from other employees based on when you selected your EA mandatory days not worked. Ex: If you chose to not work the last three in-service days, then your last day of work would be June 27<sup>th</sup>. There is no group reference code needed to file your claim. Ensuring your application is completed correctly and on time will reduce processing delays.

#### **Are you Eligible?**

To receive EI Regular benefits, you need to demonstrate that you:

- were employed in insurable employment
- lost your job through no fault of your own
  - are affected by [flooding or wildfires](#)
- have been without work and without pay for at least 7 consecutive days in the last 52 weeks
- have worked for the required number of insurable employment hours in the last 52 weeks or since the start of your last EI claim, whichever is shorter
- are ready, willing and capable of working each day
- are actively looking for work (you must keep a written record of employers you contact, including when you contacted them)

#### **Preparing to Apply**

Make sure you have the following information to complete your Employment Insurance (EI) application:

- your social insurance number (SIN)
- the last name at birth of one of your parents
- your mailing and residential addresses, **including the postal codes**
- your complete banking information to sign up for direct deposit
- the names, addresses, dates of employment, and reason for separation for all your employers over the last 52 weeks
- your detailed version of the facts (if you quit or were dismissed from any job in the past 52 weeks)
- the dates, Sunday to Saturday, and earnings for each of your highest paid weeks of insurable earnings in the last 52 weeks or since the start of your last EI claim, whichever is the shorter period



### **When to apply?**

Submit your application after your last day of employment.

#### **If you applied for EI benefits in the past year**

If you started a new EI claim within the last 52 weeks and there are still weeks payable on that claim, **we'll automatically reactivate (renew) your existing claim when you submit your application.** In some cases, it may be to your advantage to cancel or end your old claim and start a new claim, because this may increase the amount of your benefits or the length of your benefit period.

#### **It is important to consider:**

- if your claim is reactivated and you work after the start of that claim, you may be able to establish a new claim when your existing claim runs out
- in order to establish a new claim you must have enough insurable hours and meet the qualifying conditions for a new claim
- if a new claim is established instead of reactivating your existing claim, the remaining weeks payable on the existing claim will be lost
- additionally, a 1-week unpaid waiting period must be served on a new claim before you're entitled to receive payment

To find out if you're eligible to receive EI regular benefits, you must submit an application online. The application takes about 1 hour to complete.

If you don't complete the application all at once, you can come back to it later using the temporary password that you receive when you start.

Your information is saved for 72 hours (3 days) from the time you start. If you don't submit the application within this time:

- it will be deleted, and
- you'll have to start a new application

When you apply for EI benefits, you'll be asked for your email address. If we need more information about your claim and can't reach you by phone, we'll send you a toll-free number in an email, asking you to call us.

Once a decision has been made regarding your EI application, a benefit statement and access code will be sent to you. You will need this access code to submit your bi-weekly reports online.

All this information can be found on the Government of Canada website:

<https://www.canada.ca/en/services/benefits/ei/ei-regular-benefit.html>