



November 2023

Holiday Contest

The Association invites all MANTE employees to enter our 12 Days of Christmas holiday contest. We will be drawing 12 names, from those that enter, to receive a \$25 PC gift card. To enter, email Jennifer.monaster@sjasd.ca with Contest in the subject line, and answer this question (hint: the answer can be found in a previous newsletter)

In what year was the Manitoba Association of Non-Teaching Employees established?



The contest is open till December 11th, 2023. Winners will be contacted directly, and names will be published in the December Newsletter

Did you Know?

With the startup of the swim program at many schools, remember that you can apply to have a portion of your swimwear covered on a biannual basis, if you are part of the weekly "in water" swimming activities. Up to \$75. on a 50/50 cost sharing. The form for reimbursement can be found in the Portal, under forms, second page, Swim Reimbursement Form.



Bits and Bites

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

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 a reason to celebrate, please advise Maggi Sawchuk at maggi.sawchuk@sjasd.ca She will continue to send out cards of sympathy and congratulations throughout the year.

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

November Retirees

Cheryl N. 24 years

Reminder

With the arrival of the winter weather, remember if you are unable to make it into work due to weather related issues, you must enter it into Atrieve as a leave without pay.

Violent Incident Reports

No one loves paperwork. I understand how finding the time to fill out a report can be difficult, especially with how busy we all are these days. But these forms are extremely important. The division and the Association need to know how much violence is being experienced and to what level.

Back in February of 2023, Education was added to the list of the most high-risk industries in the province. I am sure that is not a surprise to any of us that are working in the schools.

According to SafeWork Manitoba, violence is defined as:

*(a) the attempted or actual exercise of physical force against a person; and
(b) any threatening statement or behaviour that gives a person reasonable cause to believe that physical force will be used against that person.*

Threats, gestures, thrown objects, and assaults are examples of violence.

<https://www.safemanitoba.com/Resources/Pages/tip-card-violence-schools.aspx>



For the Association to advocate for a safe workplace, we need to know what is going on. You do not have to have a physical injury to fill out a violent incident report. However, if there is an injury you must also fill out a WCB form even if the injury is not causing a loss of work. When you fill out a violent incident form, a copy is directed to your administrator, a copy to the manager of HR and a copy to the president of MANTE. I review every report I receive. Don't be surprised if you get an email from me after submitting the form. I want to make sure that you are alright, that you are being supported by your administrators and to see if there is anything I can do for you. I am also keeping track of the number of reports for each school monthly and I forward those reports on to ESS as well as any reports where NVCI has been used, an injury has occurred, or a safety concern has been brought forward. These reports do not go unnoticed!

If you are unsure if an incident should be reported, report it. There is no harm in reporting. No one will ever suffer discipline for reporting an incident regardless of the severity of the incident.

To report a violent incident:

- 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)

To report an injury:

- Go into Portal
- Click on Forms Tile
- Click on Accident, Serious, Aggressive, MANTE Violent and Threat Assessment
- EBBB-E-2 Notice of Accident Form – Fillable

Also, a report needs to be filed with HUB. Access to that form is available through the HUB tile on the portal.





Covid Protocols

Cold and Flu season has arrived which prompted a few members to ask what protocols need to be followed if you test positive for Covid. The guidelines are the same for covid as for any respiratory illness. There is no longer a specific time in which you must stay away from work. If you are sick the division recommends wearing a mask, but it is not mandatory. You can attend work if you feel well enough to perform your regular duties and have been free of a fever for 24 hours. You can view the divisions recommendations by visiting the St James Assiniboia School Division webpage.

Executive Members

President – Jenn Monaster

Treasurer – Robyn King

Information Officer – Signy McIntyre

EA Rep and Health and Welfare Rep – Maggi Sawchuk

EA Rep – Noah Reimer

Secretary Rep – Kerry Fraser

Vice President – John Izzard

Secretary – Cerys Hooper

Board Office Rep – Rosemary Koltalo

EA Rep – Jenn Plesh

Library Rep – Jocelyn Oliver

Secretary Rep – Wanda Prychitko

Meet your Executive!

Starting next month, we will feature bios of two members of the executive in each newsletter. We would like you to get to know us better. If you have a question you'd like asked to each executive, please send it to me and I will ask the hard-hitting questions. mante@mante.ca



Negotiations Update

The Association began the negotiation process with the division in October. We have had three meetings so far with more scheduled for December. As mentioned at the AGM this past May, the top three requested items by our membership, other than salary, were an additional personal day, an additional family day and substitute coverage for all EA's on day one.

Upcoming Events

STURGEON HEIGHTS COLLEGIATE CHRISTMAS CRAFT SALE!

Saturday, November 18th, 2023 9am – 3pm
Over 110 vendors selling amazing gift ideas!
\$2 Admission
Sturgeon Heights Collegiate 2665 Ness Ave
9am – 3pm



BRUCE MIDDLE SCHOOL'S WINTER CRAFT SALE!

Saturday, November 25th, 2023 11a.m.- 5p.m.
333 Booth Drive, Winnipeg, MB.

\$2 Entry fee

Please consider a Tin for the Bin. Donations will be used for local hampers!
Raffle tickets, 50/50 draw, auction table and over 45 vendors to shop at for your holiday gifts.

The Westwood Senior Musical Theatre Troupe is presenting Mean Girls: High School Edition from December 6th - 9th. Tickets are \$15 and are on sale now. Don't miss out on this fabulous show! Go to the Westwood Collegiate Website to purchase tickets.



If you have an event, you'd like us to share with the membership, please send it to mante@mante.ca and we will include it in the newsletter. Also, if you have any pictures, which are allowed to be published, please send them my way. I would much rather use images from our building's vs these generic stock images.

