



**December 2023**

## Presidents' Message

As we approach the much-awaited winter break, I want to extend my warmest wishes to each and every one of you. May this season bring you moments of joy, laughter, and peace, surrounded by loved ones. Take this time to rest, rejuvenate, and create beautiful memories with family and friends.

The past months have presented us with various challenges, but together, we've demonstrated resilience, adaptability, and the strength of our collective efforts. Your unwavering commitment to the support of our students has not gone unnoticed by MANTE. I want to express my heartfelt appreciation for the hard work, dedication, and teamwork that each of you has contributed throughout the year.

During the break, I encourage you to disconnect from work, unwind, and focus on the things that truly matter. Whether you're traveling, spending time at home, or simply enjoying some well-deserved rest, I hope you find peace and happiness. Wishing you all a wonderful holiday season and a happy, healthy, and prosperous New Year.

Jennifer Monaster

Enough with my ramble. Here are the winners of the **holiday contest**:

Day 1 – Jennylee E.	Day 2 – April L-L.
Day 3 – Brandy B.	Day 4 – Joelle S.
Day 5 – Pamela R.	Day 6 – Heather C.
Day 7 – Tara S.	Day 8 – Wendy H.
Day 9 – Amanda C.	Day 10 – Jackie F.
Day 11 – Andrea J.	Day 12 – Kristina B.

## 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 – Noah Reimer  
EA Rep – Jenn Plesh  
Library Rep – Jocelyn Oliver  
Secretary Rep – Kerry Fraser  
Secretary Rep – Wanda Prychitko



## 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](mailto: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](mailto: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](mailto:mante@mante.ca)

### December Retirees

Heather C	13 years
Kathleen M	25 years

### Did you Know

Many EA's choose to work as lunch supervisors. This is a separate job from your EA position. It is at far less pay and it is not a MANTE position. Lunch supervisors are to watch all students, however if you are being asked to assist with a special needs child during this time, that is not your role. If a student requires an EA during lunch, then an EA should be scheduled. You must take off your EA hat when working as a lunch supervisor.

## Meet your Executive Members

### President – Jennifer Monaster

Hello. My name is Jennifer Monaster, and I am your current MANTE President. In the summer of 2007, I saw an advertisement for the Educational Assistant course through SJASD Continuing Education. For the next 10 months I attended evening and weekend classes and completed my certificate program the following June. In September of 2008, I was hired on a term as an Educational Assistant at Bruce Middle School. A year later I was hired full time at John Taylor Collegiate and had been an EAC at that location till my move into the MANTE office this year. Like many of us in the division, I do have a second job as well. After working for four years at Lakewood Daycare in the evenings, I moved over to the evening Secretarial Assistant position in Continuing Education in August of 2012. Prior to joining the SJASD, I was a supervisor at a credit union.

I had always wanted to be a teacher, but life had other priorities for me to focus on and I never completed my university training. When I saw the Con Ed brochure, that was the first time I had heard the term Educational Assistant. I took a leap and enrolled, and I am so glad that I did. Helping students with special needs truly brought a joy into my work life that had been missing for a long time. As the years went by, I grew upset by the politics of the job, yet I still loved the work I was doing. I decided I wanted to try and improve things and the first step was to get into a position where I could do that. I joined the Association in 2021 as an EA rep, became the Vice president in 2022 and the President in 2023.

On a more personal level, I love gardening. I find growing my own vegetables to be such a rewarding process. I also enjoy long walks and sitting outside by a fire. I grew up in Lac du Bonnet and all my family still resides out there. You will rarely find me in the city on a weekend or during the summer as being out in Lac du Bonnet is where I consider home to be.

I am an honest, genuine, by the book type of person. Anyone who chooses to work in education has a big heart or none of us would be doing the work that we do. I may not be in an EA role at the moment, but I can relate to what is happening in our schools. I joined the Association to help, and I honestly mean that.

I hope this has given you a little more insight into your Association President.



### Library Rep – Jocelyn Oliver

Get comfortable! Born on a strip-lot, along the Red River. Hmm not the Family Bio.

I joined the executive as a Library Representative many years ago. So many that I don't recall the exact year, either 2007 or 2008.

I was hired as a Library Technician (Certificate) in 1990. My first place of work was at Phoenix School (Year 1: 50% Year 2: 48% Year 3: 46% of full time). My starting wage was \$11.49/hour. I travelled every other day, from Selkirk, MB to Headingley. Note that during this time until 2006 – a full time library spot was 1/3 of a teaching unit and each School was given so many teaching units to Staff their school.

I worked at Phoenix until June of 1993. This is the year that SJASD Schools were automated – all the books had to be barcoded and the barcodes had to be recorded on the catalogue cards. I had to finish Phoenix School Library before the end of June. Fall 1993, I started at Athlone (50%). There I was given the privilege of barcoding and recording all the books in that library. \*sigh\* I worked at Athlone from 1993 – 1996. Fall of 1995: I \*graduated\* up to Bruce Middle School with my former grade 5's and 6's from Athlone, I was working 30% at Athlone & 50% at Bruce. I was \*twinning\* along with the Custodian.

Oh! This is getting too long, lets fast forward a bit - Currently heading into 29<sup>th</sup> year at Bruce, Jan 1997 – June 1997 was at Bannatyne, Sept 1997 – June 2006 was at Heritage School 30%, Brooklands 20%, except for 2000-2001 Bruce was cut to 25%, so added was Phoenix at 25%. Another short intermission: a term between Athlone & Bruce Feb 2003-June 2004.

May 2006, finally MANTE jobs were not dependent on using teaching units anymore, but population was the determination of Full Time/ Part Time status. I was offered Full time at Bruce Middle School – Oh boy!! No more bouncing around! 12 years later, 2018, chose to stay at Bruce 50% and attained Heritage. Bruce's population had dropped and so did my time. I chose to stay at Bruce 50% and gained 50% at Heritage.

Anecdotes:

Second year at Phoenix, I got stuck in the ditch. There was no tow truck in sight, but the water truck ambled along and pulled me out! Trying to think of safe stories. No cannot think of any!

## Important information regarding Employment Insurance Benefits

The division will send your ROE electronically. There is no group reference code needed to file your claim. Ensuring your application is completed correctly and on time will reduce processing delays. Reminder that you will need to claim the following STAT days if you choose to file EI over the break, December 25<sup>th</sup> and 26<sup>th</sup> as well as January 1<sup>st</sup>.

### 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>

When you are filing your EI claim and it is asking you for your salary and STAT pay, reminder to use the calculation methods shown below to give an accurate salary amount. Our pay stubs show a prorated amount and do not accurately represent what you have earned in a two week period.

### Pay Calculations

When you look at your pay stub, do you understand how they arrived at that figure? Our pay distribution can be confusing, especially for our new employees. Here is a basic break down of how it is calculated. The figures will differ based on how long you have been in the division, the position you hold and the number of STAT days for the year.

**Hourly rate of pay X No. of hours per day X Days worked throughout the year = Total for the year**

**Ex 1: 21.74 X 6.17 X 198 (190 days + 9 STAT days) = 26, 558.89 per year**

**Ex 2: 23.07 X 7 X 214 (205 days + 9 STAT days) = 34, 558.86 per year**

**Earnings per year are then divided by the number of Bi-Weekly pays.** For Educational Assistants, Program Assistants, Computerized Notetakers, Interpreter Tutors and Behavioral Intervention Assistants, your pay is stretched over 22 pay periods. All other employees, your pay is stretched over 26 pay periods.

**Ex 1: 26,558.89 divided by 22 pays = \$1,207.22 Bi-Weekly Gross Pay**

**Ex 2: 34,558.86 divided by 26 pays = \$1,329.19 Bi-Weekly Gross Pay**

