



January 2024

Presidents' Message

Welcome back. I hope that everyone had a chance to rest and rejuvenate over the winter break. I know January can be a long, dark, cold month, but with the start of a new year comes the outlook of spring. Soon enough we will be wondering where winter went...fingers crossed.

I have been in the role of president for several months now and am getting a better feel for what concerns are being faced by the membership. The thought that keeps me up at night is wondering how many concerns go unaddressed simply because the Association does not know about them. My job is to ensure that the collective agreement is adhered to. I don't expect that every member will know all that is in the collective agreement. There may be procedures within your building that you don't even realize are against the collective.

This is why I have decided to just list a few of the most common concerns I am hearing and if any of these scenarios are also occurring in your building, please let me know.

- Lunch Supervisors – No one is required to be a lunch supervisor as part of their employment as an EA. Being a lunch supervisor is by choice and you should not be made to feel obligated to take on this position.
- Breaks and Lunch – Entitled to one 15-minute break in each half of your day. Lunch break can be 30 – 60 minutes in length.
- If you applied for another position and were not awarded that position, you have every right to ask for clarification regarding that decision.
- When you are away sick, you do not need to call your supervisor. You must put the absence into the Atrieve system. The only time you would need to call in is if there is a problem with the Atrieve system.
- If you have to use your personal vehicle for division work, this includes anyone who is required to work at two separate locations in one day to maintain a full time work assignment, you are entitled to an allowance. You are required to fill out a mileage allowance form.
- If you are required to work through your lunch or extending the length of your day and are acquiring banked time for this, the use of the banked time must be agreed upon between you and the employer. Failure to agree upon a time, the banked time will be paid out to the employee. They cannot tell you when you must use the banked time. Having to work through your lunch hour should not be a regular occurrence.
- Performance reviews. Employees have the right to add comments to the review prior to signing the document. You do not need to sign your review without having a chance to consider its contents and make comments. There is no pressure to sign it immediately after being given it.
- If you are being asked to perform the duties of a higher paid classification in excess of 2 consecutive days, you should be paid at the higher rate of pay for those hours.
- If you have been requested to attend a meeting regarding discipline or that may lead to disciplinary action, you must be made aware of the right to have union representation present.

These are just a few examples of situations that are occurring. If you have any questions regarding situations that you are not sure of, please do not hesitate to reach out. There should be no repercussions to seeking the advice and clarification of the Association.

Jennifer Monaster



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.

Personal Development

The Crisi & Trauma Resource Institute has released their winter – spring programming. Go to ctrinstitute.com to see what programs are being offered. There are still PD funds available for this school year.

January Retirees

NIL

Did You Know?

With the colder weather finally arriving in Manitoba, did you know that there are specific policies for bus cancellations and indoor recess. Buses will be cancelled if the temperature is equal or colder than -35 degrees (-45 degree windchill). The decision to have indoor recess is governed by a couple of guidelines, please refer to policy JLAIB-R for full details. The full policy on bus cancellations and storm closures can be found in policy EBCD

Meet your Executive Members

Secretary – Cerys Hooper

My journey in Continuing Education began in the fall of 1995 while I was pursuing my university studies, working part-time as a night secretary. Transitioning to the secretarial casual list in 1999, I primarily worked across Sturgeon Creek Collegiate and various elementary schools. On February 14, 2000, I commenced as a Sasi Operator at John Taylor Collegiate in a casual capacity, later securing a permanent role there on April 4, 2000, after the previous secretary on leave moved to a different school. I ended my position with Continuing Education in May of that year.

In 2005, I ventured into MANTE as a school liaison and webpage manager. However, by 2007, I decided to depart due to feeling unheard. The year 2008 brought a shift as I embraced the Head Secretary role at Hedges Middle School. Within six weeks, an opportunity arose once again at John Taylor Collegiate for the Head Secretary position, which I readily accepted.

Come fall 2020, amid the pandemic, I joined the MANTE Executive Committee as the Secretary. Initially, meetings held on Teams were manageable, lasting around an hour. However, as we transitioned back to in-person gatherings, the meetings grew longer, demanding more time for minute-taking. Despite the increased workload, I find joy in collaborating with a group committed to impartial and equitable representation, placing the members' interests above personal biases.

In 2021, I departed from John Taylor Collegiate and embraced a new role at InformNet. Leveraging my expertise in school information systems, Department of Education student records, and accounting, I tailored a distinct Head Secretary position for the online high school, effectively utilizing my skill set.

Executive Members

President – Jenn Monaster

Vice President – John Izzard

Treasurer – Robyn King

Secretary – Cerys Hooper

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



Treasurer – Robyn King

I began my career with SJASD in August 2010 and I have worked in multiple locations in the division over the years (Board Office, Brooklands, Sansome, St. James Collegiate). I started as MANTE Treasurer in November of 2019. Please know that as a MANTE member you have the right to look at the accounting books. If you would like to see our financials, contact me at St. James Collegiate and we can connect.

In my spare time, I volunteer with the St. John Ambulance Therapy Dog Program. My dog Daisy and I volunteer twice a week at the airport and every Saturday morning at Sturgeon Creek One Retirement Residence. Daisy is also one of two therapy dogs in residence here at my current home of St. James Collegiate.

