



February 2024



## President's Message

Welcome to semester 2!!!!!! Hard to believe we are halfway through the school year already. Time has been flying by. A few housekeeping items to inform you of this month.

John Izzard has stepped away from the Association. We thank him for his time spent and for his dedication to advocating for the rights of the membership. In the interim, Noah Reimer will be the acting Vice President. The position of Vice President will be open for nominations at the AGM in May.

With me being in the office full time, the Association reviewed the duties of the Information Officer and determined that I could take on these duties. The Executive voted to dissolve the position of Information Officer for the 2023/2024 school year. This decision will be discussed and voted on at the AGM in May to decide if this change should continue going forward.

Many of you are inquiring as to how negotiations are proceeding. As I have stated before, negotiations occur under very strict confidentiality guidelines. We are still in continued talks with the Division. The process has been productive and is seeing steady progress. I remain optimistic that we will have more information to share with the membership in the coming months. I know this is very vague and does not answer all your questions, but I cannot speak to specifics of the negotiations.

I have had some inquiries about Leave of Absences. Leave of absence or leave without pay must be requested through HR, in accordance with policy GDC. Joanne Johnston is the new MANTE HR. The approval of these requests is solely up to the discretion of the division. Once approved, you would submit the absence through Atrieve.

It is that time of year again...taxes. T4's will be available through Atrieve no later than February 29<sup>th</sup>. You can find them in the same area that you view your pay stub. Go into Employee Statement and in the Statement Type drop down menu select T4 Statements and select 2023 in the Year to View drop down menu.

Jennifer Monaster

### Did you know?

I am sure that everyone has seen a mouse running around their building at some point, but did you know that you should be logging that information every time you see one? In your school office there should be a mouse logbook. It is important for the division to be aware of when mice are in the building, where they are and if their numbers are growing. You should also be reporting any evidence that mice are present. The only person who can clean up and take care of rodent evidence are your school's custodians. There are specific protocols that must be followed, and this work falls under a CUPE position. We would never want to be seen doing duties assigned to another unionized position. If you are being asked to clean up an area that has evidence of mice, say no and report it to the proper department.



## 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.

### February Retirees

Val P. 25 Years

### Professional Development

The Canadian Centre for Occupational Health and Safety offers many online courses. They also offer fact sheets, podcasts, and online resources regarding all aspects of health and safety. <https://www.ccohs.ca/> There are still funds available through the MANTE PD Fund.

### Don't Forget

Reminder that all staff of the St James Assiniboia School Division have access to a discount at Winnipeg Fitness Centres. The application process is done at the fitness centre of your choice. All you need to do is provide proof of employment.

## Meet your Executive Members

### Secretary Rep – Wanda Prychitko

Our three children attended Strathmillan, so naturally I volunteered there. One thing led to another, and I moved from volunteer to Lunch Supervisor to SuccessMaker Computer Tech to Math Enhancement EA to Admin Assistant. As that job disappeared, I took on the new rotating secretary position, visiting 4 different schools every 6 days – those were some busy times, and I learned a lot. I put new roots down at Golden Gate Middle School for 7 years, and when it became a single-track school, my job life changed again. I needed to fill my afternoons, so off I scurried daily from Golden Gate to John Taylor as a PowerSchool Assistant. During a division PD in 2018, the speaker invited us to 'embrace change, otherwise things will remain the same'. That same day, I jumped at the chance to fill the Head Admin Assistant role at Brooklands. Coincidentally, my daughter was teaching a term there, so it was a no-brainer. I love being part of the Brooklands team!

I joined the MANTE Board in 2021, to be a voice for admin assistants and MANTE members at my school. There is a team of motivated, dedicated folks on the MANTE Board, and everyone should know they've got people in their corner.

On the home front, I enjoy singing with the Philharmonic Choir as well as at church. I also dabble in writing a little – I've spent the last couple of decades sharing what's on my mind and bragging about our community (check out the Free Press Community Review - West). I'm also involved with the Block Parents Program (yes, we're still around).

Finally, a huge shout-out to all the staff and admin assistants in my life. Remember, we're stronger together!



### Maggi Sawchuk – EA Rep, Health and Welfare Rep and PD Committee

I've been with the division for 16+ years. I have worked at every level and in a few different capacities. I'm currently an EA but I have also been a Secretarial Assistant and a Science Lab Tech.

I've been volunteering for as long as I can remember. I coached Ringette, I was a Candy Striper, and I've sat on many boards and executives. I believe in volunteerism and giving back.

In my down time, when I'm not at my second job, I love to craft, read and cuddle with Daisy, my ginger tabby girl.

Keep sending me your emails if you know of any of our MANTE members that need to be sent a card.

### Executive Members

President – Jennifer Monaster  
Interim Vice President – Noah Reimer  
Treasurer – Robyn King  
Secretary and Pension Rep – Cerys Hooper  
Board Office Rep – Rosemary Koltalo  
EA Rep, Health and Welfare Rep and PD Rep – Maggi Sawchuk  
EA Rep – Jenn Plesh  
Library Rep and PD Rep – Jocelyn Oliver  
Secretary Rep – Kerry Fraser  
Secretary Rep – Wanda Prychitko



## Respect in the Workplace

Everyone has the right to a respectful workplace, but what does that mean, what does that look like. Here are a few points:

- 1- All employees deserve to be treated with dignity and self-respect of every person. We should value each other's worth and treat each other accordingly.
- 2- Workplace conflicts and disrespectful behavior can have serious consequences. They can damage an individual's self-esteem, well-being and working relationships, leading to decreased productivity and morale.
- 3- A truly respectful workplace requires active participation of everyone. Each of us has a responsibility to conduct ourselves in a manner which promotes respect and avoids causing offence, embarrassment, or humiliation to others, whether intentional or unintentional.
- 4- The principle of fair and respectful treatment is fundamental. Every individual should be treated respectfully and courteously.

Some key values of a respectful workplace are:

- 1- Encourage diversity and foster an environment where everyone feels included regardless of their race, ethnicity, gender, sexual orientation, age, Religion, disability, or any other characteristic.
- 2- Encouraging transparent and honest communication among employees and leadership. This involves actively listening to others, providing constructive feedback, and addressing concerns or conflicts in a respectful manner.
- 3- Upholding professional standards of behavior and conduct in all interactions within the workplace. This includes respecting boundaries, maintaining confidentiality, and avoiding discrimination or harassment of any kind.
- 4- Promoting teamwork and cooperation to achieve common goals.
- 5- Respect for every individual's dignity, autonomy, and worth. Showing appreciation for diverse viewpoints, treating others with kindness and consideration, and valuing each person's contributions to the workplace.

Disrespectful workplace behaviors include:

- 1- Offensive or inappropriate remarks, gestures, material, or behavior
- 2- Inappropriate jokes or cartoons including racial or ethnic slurs.
- 3- Grouping or isolating. Exclusion
- 4- Yelling or shouting at an employee. Reprimanding in the presence of others.
- 5- Belittling, aggressive, or patronizing behavior
- 6- Embarrassing or humiliating behavior
- 7- Sexual harassment, unwanted physical contact
- 8- Damaging gossips or rumors
- 9- Bullying
- 10- Refusing to cooperate with other staff members.
- 11- Using abusive language and or intimidating behaviors
- 12- Threats of violence, retribution, litigation, or financial harm

The division policy GBAA-R reads,

*The St. James-Assiniboia School Division affirms its commitment to maintain a safe and respectful working environment that is free from harassment and at all times supports the dignity and self-esteem of individuals.*

*Harassment, bullying or disrespectful treatment will not be tolerated and may even be considered grounds for suspension or dismissal. An employee, who believes she/he is being harassed, bullied or treated disrespectfully by a person in a position of authority, or by a co-worker, or by any other person affiliated with the Division, should report the incident immediately, following the procedures set forth in GBAA-R.*

*This policy is not intended to apply to cases of suspected child abuse. Child abuse situations are governed by Child Welfare and must be referred directly to Child and Family Services.*

We all deserve to work in a respectful work environment where staff are treated in a fair and reasonable manner and where we feel like part of the team. If you have any questions or concerns regarding your workplace, please reach out.

