



March 2024

President's Message

Here are a couple questions I answered this past month. If one person is asking, I am sure there are many others wondering.

When does a term employee become permanent?

There are two ways to become a permanent employee.

- 1) Being hired into a permanent position without a break in service, or
- 2) Having been employed by the division in excess of 10 months or 12 months (if filling a maternity term position)

Most positions, when awarded to a new hire, are filled by a term employee. That employee is placed on a 120 paid day probationary period. This does not mean that after your probation period you become permanent, these are two separate time frames. In earning your 10 months of consecutive service, winter, spring and summer breaks do not count as a break in service. Also, the months of September and October are not counted as a break in service. What does that mean? If you were hired in February, your months would start accumulating. As with most terms, you would be laid off at the end of June and would be welcome to apply for future positions. If you apply and are awarded another position in October of the following school year, your previous months of service would carry forward. However, if you were to be awarded a position in November of that school year, your previous months would not be carried forward as it would be deemed that you had a break in service. If you are hoping to carry forward your previous months of service, you must be awarded a position prior to November 1st of the following school year. One other thing to mention is that within the first school year (September to June) of your employment, if you wish to apply for any other position within the division, you must first receive approval from the division to do so.

Do I have to call my school when I am away sick?

No, you do not need to notify your administrator when you are going to be away due to illness. In the Collective Agreement 12.07, it states, every employee shall notify the Division using the ATRIEVE system as soon as practical if unable to report due to illness. However, please be mindful of certain situations where it may be beneficial to send an email or call your administration.

- If you are submitting an absence close to your start time, consider that your admin may have already pulled the Atrieve absence report, and your name may not have been on it.
- You went home for lunch and didn't feel well so you've decided to stay home in the afternoon. Your school would not be looking at Atrieve to see if any new absences came at midday.
- You notice that the Atrieve system is not functioning correctly. There are times where it would be helpful to send that email or make that phone call.

And, as always, if you do make that phone call and you are made to feel guilty or are advised of possible repercussions for being ill, please contact me immediately.

Entering your absence into the Atrieve system as early as possible is the best way to ensure that all parties are aware you will be away. The more notice that the division has, the more likely they will fill your vacancy which benefits everyone.

As it is EI time again, please continue to page 3 and 4 for information regarding how to calculate your daily pay and how to apply for Employment Insurance Benefits.

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.

March Retirees

NIL

Professional Development

Smart Events International is a great site to find training for administrative professionals. Check it out.

<https://smartevents.mk/about-us/>

Don't Forget

If you have not used your personal day yet, reminder that it cannot be added to any of the breaks (winter or spring) and can not be added to the end of the school year. These days can not be carried over, so if you do not use it, you lose it. When entering it into Atrieve, use code PERS – Personal Business

Meet your Executive Members

Interim Vice President – Noah Reimer

I have been an EAC in the St James Assiniboia School Division since the Fall of 2013. I have spent time at George Waters Middle School and Sturgeon Heights Collegiate but have spent the majority of my time at John Taylor Collegiate.

In the Spring of 2023, I joined MANTE as an EA rep and recently took on the role of interim VP when the need arose. This has all been a new experience for me and I look forward to serving the MANTE members.

In my down time I hang out with my wife and three daughters and enjoy woodcarving, fishing, and reading.

Please feel free to email me if I can assist you or if you have any questions.

EA Representative – Jenn Plesh

I have served as an Educational Assistant for 16 years with the SJASD. I had previously worked in Northern Ontario (where I am from) before coming to Winnipeg to attain my Para Educator Certificate at Red River College.

After graduating, I started as a sub before acquiring a couple term positions and eventually finding a home at John Taylor Collegiate for the past 15 years. Through working with students and experiencing their successes with them and our team, to friendships made, my career has been very fulfilling.

I am proud to have received a *Yes I Can Award* for my part in co-founding JT's Peer Mentoring Program. Outside of work I enjoy spending time with family (including our dog) and friends as well as working in our garden.

Remember to email me if you have any questions

Executive Members

President – Jennifer Monaster

Treasurer – Robyn King

Board Office Rep – Rosemary Koltalo

EA Rep – Jenn Plesh

Secretary Rep – Kerry Fraser

Interim Vice President – Noah Reimer

Secretary and Pension Rep – Cerys Hooper

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

Library Rep and PD Rep – Jocelyn Oliver

Secretary Rep – Wanda Prychitko



Spring Break is finally here. This is our chance to recharge, rejuvenate, and reconnect with ourselves and our loved ones.

SPRING BREAK!!!

Whether you're planning an adventure-filled getaway or simply looking forward to some peaceful downtime at home, I hope you make the most of this opportunity to relax and unwind.

Your dedication and hard work make our school community thrive. Take this time to indulge in activities that bring you joy, spend quality time with your loved ones, and return refreshed and ready to tackle the rest of the school year with renewed energy and enthusiasm.

Pay Calculations – Important when apply for EI Benefits

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 breakdown 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**

When you are filing your EI claim, and it is asking you for your salary and vacation pay, use the calculation methods shown above 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.

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 day if you choose to file EI over the spring break, March 29th – Good Friday.

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>

