



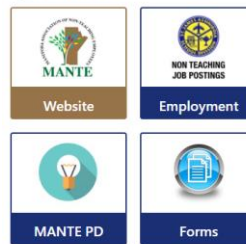
October 2024



Presidents Message

We got through the first month and all the challenges that the start of a new school year brings. I know that we have many new MANTE staff members within our buildings. I have been receiving plenty of questions from both new and existing staff. Many answers to common questions can be found on the MANTE webpage or in past newsletters, which can also be found on the webpage. So where is the MANTE webpage? There are different ways to get to the webpage. The web address is: <http://www.mante.ca> You can also find the webpage through the staff portal. Click on the MANTE tile and the website option will appear on the right-hand side under the quick links. I strongly suggest that everyone checks the website regularly. Between newsletters, if important information needs to be shared, that is where I will post it. As well as new information, the webpage also contains the latest Collective Agreement, links to Blue Cross information, WCB reporting procedures, the Education in Manitoba government document, job descriptions and much more. The website is kept up to date, but if you see something that is past date or if there is something you think should be added, please let me know.

Quick Links



Jennifer Monaster

Did you know?

Many MANTE members have second sources of income. A common one is doing respite for families we have met through the school system. This has been a common occurrence for years, but did you know that you need division approval to do respite work with students still within the school system. Policies GBEA-R (Conflict of Interest) and GBEB (Code of Conduct for Child Protection) govern activities that involve students outside of the school day. In policy GBEB it states:

Sometimes the above starred items might not be considered misconduct if such activity results from a Division or parent/guardian initiated request and the activity has been disclosed to and approved by the Division in advance. Sometimes this might also be the case, where an emergent one-off situation presents itself and the employee/volunteer makes a decision they believe....

If you are presently doing respite or are considering doing respite with students within our buildings, you must disclose that information and seek approval from the division by sending an email to korede.adeleye@sjasd.ca indicating the name of student, service to be rendered, start date, end date, location etc.

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

Professional Development

Reminder. When applying for PD funding, fill out the PD application form available through the portal and scan the application or send through division mail to Connie Lowe at Lincoln Middle School.

MANTE Professional Development Committee

- EA Rep – Maggi Sawchuk
- Admin Asst. Rep – Rachel Navakowski
- Library Tech Rep – Jocelyn Oliver
- MANTE President – Jennifer Monaster
- Human Resources – Joanne Johnston
- Administrator – Connie Lowe
- Financial – Monika Kananowicz

October Retirees

- Sheryl Dadey 25 years
- Coleene Major 27 years



Pay Calculations

Here is the formula to calculate your biweekly pay.

- Find your correct pay per hour according to the grid displayed in the Collective Agreement
- Multiply that number by the hours you work per day
- Multiply that number by the number of days you work per year, plus the number of STATS you are entitled to. There are 11 STAT days this year for employees with less than 16 years of service and 12 STAT days for those above 16 years of service.
- Take that number and divide it by the number of pays periods. For EA's, Program Assistants, Computerized Notetakers, BIA's that is 22 pay periods. All other employees are 26 pay periods. This will give you your correct biweekly amount.

From there you can calculate your vacation pay.

- Take that final number and multiply it by the appropriate vacation percentage based on your years of service. Less than 2 year of service – 4% In year 3 to 5 of service – 6% In year 6 to 15 of service – 8% In year 16 to 22 of service – 10% In year 23 and above of service – 12%

Your vacation amount is listed on a separate line on your pay stub. Please ensure that the amount on your paystub is correct.

Here is an example based on an EAC with 7 years of service:

$\$30.03 \times 6.17 \text{ hours} \times 201 \text{ days (190 plus 11 STATS)} / 22 \text{ pays} = \1692.83 biweekly

$\$1692.83 \times 8\% \text{ vacation pay} = \$135.43 \text{ biweekly vacation pay}$

If you have any questions or concerns, please reach out and I can help with the calculations.

Retro Pay Calculations

The payroll department is presently working on calculating the retro pay for MANTE employees. You might be wondering; how much will it be? You can calculate it to find out. Following these steps will get you to the gross amount of your retro pay. This would not be the exact amount you will receive as there will be taxes taken off the amount. But if you are curious and want a rough idea of what you are entitled to, give the calculations a try.

- Look back on a paystub from the 2023/24 school year to see what your pay per hour was.
- Take that amount X hours per day X #of days for the year Note: there were only 9 STAT days last year.
- Do the same procedure using your pay per hour from the 2023/24 pay grid in the new Collective
- Subtract the two figures and that will give you the retro pay.

Remember, if you were absent without pay during the 2023/24 school year, you need to deduct those days from the number of days worked.

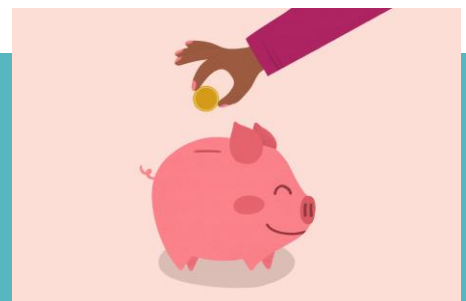
Below is an example of a Secretarial Assistant with 3 years of service (please note that this is just an example and is not indicative of the adjustment that will be made due to the early pay grid change for all 10 month secretarial staff):

$\$21.65 \times 7 \text{ hours} \times 214 \text{ days (205 plus 9 STATS)} = \$32,431.70 \text{ (23/24 old rate)}$

$\$22.52 \times 7 \text{ hours} \times 214 \text{ days (205 plus 9 STATS)} = \$33,734.96 \text{ (23/24 new rate)}$

$\$33,734.96 - \$32,431.70 = \$1303.26 \text{ gross difference.}$

Again, this is just a rough calculation of the retro pay. If you have any questions, please reach out to me. The payroll department has said that the retro pay will be out no later than end of December, but hopefully sooner. If you are having problems with your paystubs or have general payroll questions, for the next few months, please send those emails to myself so that the payroll department can focus on getting the retro pay calculations complete.

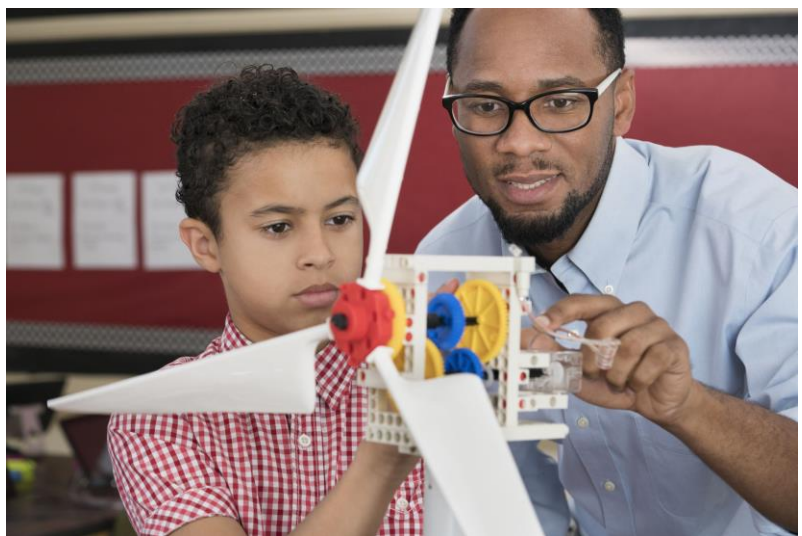


Executive Members

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

Support Staff Recognition Week - September 30th to October 4th

On behalf of the MANTE Executive, I would like to extend a huge shout out of appreciation to all the Non-Teaching Support Staff within the St. James-Assiniboia School Division. To the Educational Assistants and Behaviour Intervention Assistants who day in and day out show up with a positive attitude and a desire to enhance the lives of the students within our buildings, thank you. To all our Receptionists, Department Heads, Secretarial Assistants, Student Information Assistants, Informnet Clerk and Head Administrative Assistants who are there to ensure our buildings run smoothly and answer all the questions, thank you. To our Library Technicians who open up a world of imagination and knowledge, thank you. To our Accounts Payable Team, Payroll Team, Purchasing Team and Receptionist at the Board



Office who continue to ensure that the back-office duties that keep this division running are done effectively and in a timely manner, thank you. To the Head Administrative Assistants in the Continuing Education and International Education office who are the behind-the-scenes wizards, thank you. To the Department Heads and Administrative Assistants within the maintenance and transportation buildings who keep these busy departments organized and structured, thank you. To the Administrative Assistants at PSDC who continue to support the numerous specialty areas within that building while operating in an ever-changing environment, thank you. To the Program Assistants who are the in the background preparing classrooms for learning, thank you. To the Crossing Guards who brave the weather to ensure our students get to their destinations safely, thank you. To the Community Connectors who organize and supply nutritious meal opportunities to our communities, thank you. And to the Excluded support staff and all members of the CUPE support staff, thank you for all that you do. While this week, September 30th to October 4th, 2024 has been declared support staff recognition week by the Provincial government, please know that the MANTE Executive appreciate all that you do every day of every week of every year.