



March 2025

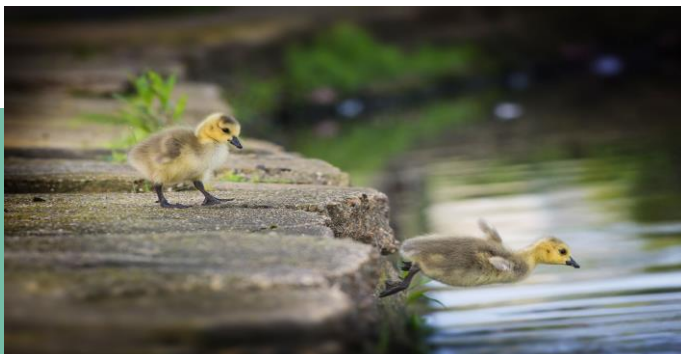
Presidents Message

Spring Break is in sight. We have survived another Manitoba winter. While we can always count on the changing of the seasons, the world right now is less reliable. I want to take a moment to acknowledge the uncertainty and challenges we're all facing with everything happening in the world right now, including here in Canada. It's understandable if you're feeling a mix of emotions, concern, frustration, or even exhaustion. I know that the instability we are facing has become a stress factor for me. In times like these, it's important that we support one another. Please remember to be kind to yourself and those around you. If you need to talk, take a break, or reach out for support, don't hesitate to do so. Reminder that all MANTE members and their families have access to support through the Kii program. The program is completely confidential, and no reports are ever made to the Division regarding usage of the program.

March also brings the annual AGM into sight. Our AGM will be held on **May 21st at 5pm at STURGEON HEIGHTS COLLEGIATE**. Please note the change in location to past years. MANTE is a member driven association. Without the interest of the membership, MANTE ceases to exist. The association executive plays a crucial role in representing members, negotiating better conditions, and ensuring everyone's voice is heard. By joining, you'll gain valuable experience, build strong connections, and help create positive change. There are many positions that will be open for election. Please consider putting your name forward and joining an executive that is commitment to fairness, teamwork, and making a difference!

The following positions will be open for election this year. For more information on any of these positions or to put your name forward, please email me at Jennifer.monaster@sjasd.ca

- President (must already be on the Executive committee to fill this position)
- Vice President
- Treasurer
- Board Office Representative
- Educational Assistant Representative
- Secretary Representative



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 so that MANTE can send out an appropriate card.

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. There are still PD funds available for the 24/25 school year.

MANTE Professional Development Committee

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

March Retirees

Marilyn H.

Meet the Executive

EA Representative – Jenn Plesh

I have served as an Educational Assistant for 17 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

Secretary Representative – Kerry Fraser

I was a stay-at-home mom for 15 years before I became a secretary in the St. James Assiniboia School Division in the fall of 2006. I spent my first 8 years working at John Taylor Collegiate as an Attendance/EA secretary and eventually ended up at the PowerSchool desk. From there I went to the PSDC and worked as the PS Admin Head Secretary under the direction of Rob C., and Al S. I also did a short stint at the Maintenance Department, was at Stevenson School as the Head Admin since May of 2018 till my recent move to Head Admin at Sturgeon Heights Collegiate.

I joined the Mante Board in 2022 as the Secretary Rep and I thoroughly enjoy learning and talking to the MANTE members.

If you have any concerns, please email me at kerry.fraser@sjasd.ca



Executive Members

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

Questions

Do Educational Assistants have to communicate with parents and caregivers?

- No. Educational Assistants should not be speaking with or communicating with parents of caregivers. Often, EA's will write entries in a communication book, but those entries should be signed off on by your resource teacher. At times of drop-off or pick-ups, parents/guardians will often ask questions of the EA's that are present. You should try and refrain from openly sharing information. If a parent/guardian tries to reach out to you through social media, again refrain from engaging and make your admin aware of the situation. If you are included in a meeting where parents/guardians will be attending along with other members of the students' team, it is your choice if you wish to attend that meeting. You are under no obligation to do so. Interactions with parents/guardians can be a difficult situation to be in. If you are ever feeling uncomfortable or unsafe with interactions with parents/guardians, please let your administration know immediately.

Do I have the right to refuse a work assignment?

- Refusing a work assignment is a last resort course of action. If you have a concern with your assignment, your first step is to speak with your resource team or administration. If your concerns have not been addressed, then you can reach out to myself, and we can have a discussion. Refusing an assignment can only be done if all attempts to mitigate risk have been tried and have not been successful or if the accommodation that has been put in place are not being respected.



Records of Employment

I know there have been several concerns with the ROE's that have been sent out in the past. Many people are receiving letters in the mail from Service Canada making them aware that a debt has occurred due to an incorrect ROE sent in by the Division over the winter break. The ROE's that were sent did not indicate the STAT day amounts and, even though you had claimed those days as income, without them being identified on the ROE's, that amount was not deducted from your payments. Unfortunately, through this latest mishap, we have also realized that the Division did not include STAT days on the ROE's sent out in July 2024. Depending on your years of service with the Division, this would mean you were overpaid for either one or two STAT days. Several requests have been made by the Association to the Division to have the ROE's from July reissued, but no date has been given for when this will be completed. Once Service Canada receives the new ROE's, adjustment letters will be sent out to those needing to pay back the income for those STAT days.

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. There are no STAT days within spring break this year.

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. Also use these figures when claiming the STAT days that you are paid for over the winter break.

Here is the formula to calculate your biweekly pay. To calculate a weekly pay, simply use 5 days worked instead of 10.

- 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 and then by the number of days you work for a two-week period.

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%

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

$\$30.03 \times 6.17 \text{ hours} = \$185.29 \text{ per day} \times 10 \text{ days} = \$1852.86 \text{ for a two-week period.}$

$\$1852.86 \times 8\% \text{ vacation pay} = \$148.23 \text{ vacation pay for that two-week period.}$

Here is an example based on an EAA with 4 years of service:

$\$26.06 \times 5.67 \text{ hours} = \$147.77 \text{ per day} \times 10 \text{ days} = \$1477.60 \text{ for a two-week period}$

$\$1477.60 \times 6\% \text{ vacation pay} = \$88.66 \text{ vacation pay for that two-week period.}$



Here is an example based on Secretarial Assistant with 2 years of service:

$\$22.35 \times 7 \text{ hours} = \$156.45 \text{ per day} \times 10 \text{ days} = \$1564.50 \text{ for a two-week period}$

$\$1564.50 \times 4\% \text{ vacation pay} = \$62.58 \text{ vacation pay for that two-week period}$

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