



September 2025



President's Message

Welcome back everyone. The start of another school year. I hope everyone has had time to rest and recharge over the summer months. I figured I would take this first newsletter to go over a few commonly asked questions that seem to recur every September.

Do I have to notify my principal when I am going to be absent?

The answer to that is no. As per article 12.07 – *Notification to Supervisor – Every employee shall notify the Division using the Atrieve system as soon as practical if they are unable to report due to illness.*

You can notify your principal if you want to, but you are under no obligation to do so. If your school admin is making it mandatory that you report to them about your absence, please let me know.

Do I have to do the non-MANTE lunch supervision?

The answer is no. For those of you who are new to the division, there is a lunch supervisor position that many EA's pick up to get extra hours. This shift is a non-MANTE position and is paid at a different rate. This position is not a requirement and is always a choice for anyone wanting to participate. Reminder that if you do pick up this extra position, you still must have at least a 30-minute unpaid lunch break where you are not doing any work for the division. This means it cannot be scheduled into your regular EA hours. If your schedule does not permit you this lunch break, please let me know. Also, if you notice that the schedules in your building are allowing other members to receive a paid lunch break, please let me know.

How many breaks do I get per day?

As per article 7.07 – Rest Period – All employees shall be entitled to one 15-minute paid rest break during each half of their workday. These breaks cannot be added to the start or end of your day, nor can it be added to your lunch break. Each employee who is working more than five hours is entitled to an unpaid lunch break not less than 30 minutes and not longer than 60 minutes. Lunch break shouldn't be scheduled within 2 hours of your start time or 1 hour before the end of your day. Additionally, your lunch break cannot be split throughout the day, perhaps 30 minutes at one time and then another 20 minutes later. Your lunch break cannot be spread out.

Should my schedule on Atrieve match the actual time I am working?

Yes. The schedule in Atrieve should match the actual hours you are working. There is no reason why it shouldn't and if it doesn't, that usually means that something is being done that is not in accordance with the Collective Agreement. Your Atrieve schedule is also what is used by the school admin to know who is in the building at certain times. In the case of an emergency, if your schedule is not correct in Atrieve, the admin may not know if you are or are not in the building. If your schedule in Atrieve does not represent your actual shift, please let me know immediately.

Do I have to report my respite work to the division?

The answer is yes. If you are doing respite work after school hours with a student within the division, you do have to report that information. Policies GBEA-R (conflict of interest) and GBEB (Code of conduct) govern activities that involve students

outside of the school day. 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.

These are just a few questions that have already come up in the first couple of days. Please email me any questions you have, Jennifer.monaster@sjasd.ca and I will try my best to get an answer to you promptly. Another great source of information is the MANTE website. There you can also access all past newsletters.

Keep in Touch

If a member at your work location is off for an extended illness or bereavement, or if a member has a reason to celebrate, please advise Maggi Sawchuk at maggi.sawchuk@sjasd.ca. MANTE will send out an appropriate card.

Executive Members

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

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 Crestview School.

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

September Retirees

Brian C. 18 years



MANTE Executive Committee: Engaging Members for a Stronger Future

The MANTE Executive Committee is actively working to increase member engagement and involvement within the Association. Recently, we've noticed a decline in interest from members in joining the Executive, and we are concerned about the future of the Association. As current members approach retirement and key positions remain unfilled, we need new individuals to step forward and contribute to shaping the future of MANTE.

The Executive Committee meets on the second Tuesday of each month at the MANTE office from 5:00 p.m. to 7:00 p.m. During these meetings, we discuss concerns raised by members and ensure that all classifications within the membership are represented. The Executive is crucial to MANTE's operation—without it, there would be no one to hold the division accountable or ensure adherence to our Collective Agreement.

In response to the need for increased member participation, we are excited to announce the return of Liaisons to the division buildings for the 2025/26 school year. These Liaisons will help bridge the gap between members and the Executive, encouraging more members to become involved and consider running for open Executive positions.

We are looking for one MANTE member from each building (who is not currently part of the Executive) to serve as the Liaison for that building. The Liaison's responsibilities include:

- Meeting once or twice a year with the Executive and other Liaisons to discuss issues and concerns from the division buildings.
- Maintain a list of all MANTE members within their building in order to distribute MANTE correspondence, both through email and paper copies.
- Posting newsletters and flyers on staff bulletin boards.
- Acting as a point of contact for MANTE members, helping direct their inquiries to the appropriate person on the Executive committee.

Being part of MANTE means being part of a community. We encourage you to get involved, contribute your voice, and consider a future role on the Executive Committee. Together, we can strengthen our Association and ensure its continued success.

If you're interested in learning more or would like to get involved, please contact the MANTE President at mante@mante.ca. We look forward to hearing from you.



Did you know?

Many times, you will see employment postings for positions that are less than 100%. Many Behaviour Intervention Assistant (BIA) and EA positions are posted at less than 100%. You may have been curious to try out one of these positions but didn't want to give up your full-time hours. The division has shown recently that they are willing to work with individuals to allow them to work in these part-time positions and then top up their hours in their original position. In some situations, this could even result in gaining hours in your day. If you ever see a part-time position that you are interested in and want to discuss the opportunity, please email HR and myself.