



March 2026

President's Message

Spring has sprung. Even if the weather is not feeling very spring like yet, March guarantees us a spring break. Further in this newsletter you will find information about filing for Employment Insurance. My fingers and toes are crossed hoping that there will be zero issues in the March break ROE's. As per Service Canada, the division will have until April 13th to have all ROE's sent in. As always, if there are any concerns with your ROE, please inform the payroll department immediately and you can always Cc myself as well.

I want to thank everyone for taking the time to fill out the negotiation survey in February. Your voice matters and guides us in the negotiation process. The surveys also gave me a glimpse into what is occurring in the schools and a few areas to discuss.

Many people were inquiring about dental coverage. You can now apply for the Canadian dental coverage. New applications for the 2025/26 year are open until April 15th and reopen for the 2026/27 year on June 1st. It takes just a few minutes to apply.

The surveys hinted that there is still confusion with the non-MANTE lunch supervision position. A reminder to those who do this position that you are not in your EA role during this time. You should not be supervising students with special needs. During this time, you are being paid a reduced hourly wage. Your assignment should be no different than lunch supervisors who are not EA trained. Also remember that this position is not a MANTE position, it is an excluded staff position. If you are performing an EA role on the lunch supervisor's wage, please let me know.

The survey suggests that cell phone availability in some school locations is mandatory. No one is required to always carry their personal cell phone on them. The division does not pay for your cell phone therefore they cannot require you to use it for work related tasks. If communication within the building is needed, your school should provide you with walkies. If your cell phone were to be broken due to a work-related incident, there is nothing to force the division to cover that cost. Do not feel pressured into using your personal device. If this is occurring at your location, please let me know.

The Kii program was featured in this past month's edition of The Connector. This program is the division's version of an EAP program. Everyone would have been sent a brochure and log in information. If you need this information to be sent again, please let me know. This was a negotiated item from our current collective agreement.

Sick days, family days, and personal days. Sick days can absolutely be used for a specialist appointment. Family days are intended to be used to care for a family member who is ill or who needs assistance in attending a specialist appointment. Both are deducted from your sick time bank. Personal days are to be used whenever and for whatever you wish and do not require an explanation. These days are not deducted from your sick time bank.

Please remember that I am always here to answer your questions.
Jennifer Monaster



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.

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

March Retirees

NIL

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 Rep – Maggi Sawchuk
EA Rep – **Open**
Library Tech Rep – Jocelyn Oliver
Secretary Rep – **Open**
Secretary Rep – **Open**

If you are interested in filling any of the vacant positions, please send me an email. We would be happy to see these vacant positions filled at our May AGM.



MANTE AGM

It is time to start thinking about the annual MANTE AGM. This year's AGM will be held on **May 20th at Sturgeon Heights Collegiate** in the cafeteria at **5pm**. Refreshments will be provided. Without the interest of the membership, MANTE ceases to exist. The association executives play 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 Information can also be found in the MANTE Constitution which is found under the Constitution tab on the home page of the website.

Vice President – 2 year term
Educational Assistant Representative - 2 year term
Educational Assistant Representative – 1 year term *
Secretary Representative – 2 year term
Secretary Representative – 1 year term *
Library Tech Representative – 2 year term

As per our constitution: ***With the exception of the founding officers of the Association, each officer shall be elected individually at the annual meeting of the Association and shall hold office for two (2) years until the first annual meeting after they have been elected.***

It also states: ***Elections will become staggered for one (1) Secretary representative and one (1) Educational Assistant representative. Thereby having these two positions voted on at every other general meeting.***

Due to the time period in which the EA rep and Secretary rep positions have been open, it has caused the staggering of elected officials to become grouped together. For the Association to maintain the constitution, you will see that the open positions have different term lengths. The 1-year terms are to complete the position term lengths that would have been voted on at last year's AGM. If you are interested in these positions, please indicate which term length you would be wishing to fill. If all successful candidates wish to fill the same term length, we will draw names to see who will fill each seat.



The division will send your ROE electronically. There is no group reference code needed to file your claim. The division is required to submit your ROE no later than April 13th, 2026. Ensuring your application is completed correctly and on time will reduce processing delays. Reminder that you will need to claim the April 3rd (Good Friday) STAT day.

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 contact 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, it will ask 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.

- 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 worked.

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 years 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%

If you have any questions, you can reach out to me through division email, and I will try my best to assist you.