



June 2026

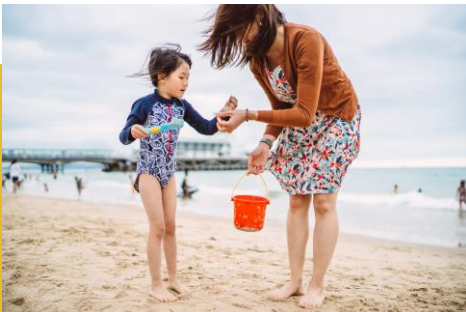
President's Message

Schools out for summer...well almost. I would like to take this time to thank every single one of you for the hard work and dedication you have shown over the past year. Schools would not function without you. Students would not thrive without you. We all play a vital role in this organization and the work you do should never be overlooked. I understand the importance of your roles and am thankful every day to be able to represent such a strong group of employees. I hope you can take some time for yourself over the summer months. For those who work the full 12 months, I hope your vacation weeks are filled with sunshine and warm temps. Reminder that during the summer months the MANTE office is officially closed, however I can be reached through email. I will be checking emails throughout the summer, but it may take a bit longer than normal for me to get back to you. If there is an emergency, please flag the email as important. I will not be checking the office voicemail, so please reach out through email. The MANTE office will open again August 25th.

Our AGM 2026 was held on May 21st at Sturgeon Heights Collegiate. We had 60+ members attend, which was great to see. All motions put forth were passed by those in attendance. The constitution has been updated on the website to reflect all approved changes. We also filled all open positions on the Executive committee. Thank you and welcome to the new faces at the executive table. The attendees also approved the increase in MANTE dues. The increase will take effect starting in September. I want to remind everyone that we do not take increasing dues lightly and have only done this because of the increased costs to run the Association. Our dues are still less than what would be charged through CUPE or MGEU. Both of those unions charge a percentage of your wages for dues. This means the more you earn, the more you pay even though you are receiving the same representation as those earning less than you. The base rate for MGEU is 1.25% and the base rate for CUPE is .85%. This is just the base rate required and does not include the additional amount charged to operate the local. MANTE charges one set amount for all and funds stay within MANTE.

The mass posting has been posted. As per article 24 of the collective agreement, all surplussed staff are being placed into available positions. Once all those placements have been made, a mass posting for all available positions for the 26/27 school year will be posted and open to all to apply. Reminder that positions do get posted throughout July and August as well, so you will want to check the division site for postings. I hope you all have a wonderful summer and see you in September.

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@siasd.ca MANTE will send out an appropriate card. Cards will be sent out over the summer months, so please keep notifying Maggi.

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. There are still funds available for the 25/26 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

June Retirees

- Pam R. 16 years
- Tiina W. 23 years
- Robyn K. 16 years
- Kathy R. 23 years
- Esther O. 14 years

Executive Members

- President – Jennifer Monaster
- Vice President – Paul Abramson
- Treasurer and Pension Rep – Cerys Hooper
- Secretary – Kerry Fraser
- Board Office Rep – Rosemary Koltalo
- EA Rep, Health and Welfare Rep – Maggi Sawchuk
- EA Rep – Kiley Switzer
- Library Tech Rep – Jocelyn Oliver
- Secretary Rep – Andrea Cox
- Secretary Rep – Heather Cadieux

New EAA and EAC Job Descriptions

As part of our ongoing efforts to ensure consistency and compliance with the Department of Education and Early Childhood Learning updated Educational Assistant in Manitoba Handbook, MANTE and Division staff have worked together to revise the job descriptions for both the Educational Assistant – A and Educational Assistant - C positions.

These updates reflect the most recent guidelines and expectations outlined by the Department of Education and Early Childhood Learning and aim to:

- Clarify the scope of responsibilities for each EA Classification
- Align duties with the new standards of student support, instructional collaboration, and inclusive education practices
- Ensure role descriptions accurately represent the knowledge, skills, and professional expectations required under the revised framework.

The following is a summary of some of the key changes:

1. Terminology distinctions have been clarified in the job summary:
 - EA A positions reference learning support
 - EA C positions reference significant learning support
2. Training and Safety
 - Both EA A and EA C staff will continue to receive annual training addressing potential exposure to violence and safety procedures
 - In addition, designated specific in-school team members will receive Nonviolent Crisis Intervention (NVCI) training to support students with higher needs
3. Updates to duties and responsibilities:
 - EA A staff will no longer be responsible for marking quizzes, test, photocopying, or filing
 - EA A staff may assist with the Grade 3 swim program and assist in general supervision of student transportation provided these duties are not related to student-specific programming
 - EA A staff will now be able to assist as a secondary for lifts and transfers.
 - EA C staff will support offsite programming created and managed by MTS staff.
 - EA C staff will participate in all swim programming (which includes the adaptive swim program), accompanying students requiring transportation and physiotherapy as part of their assigned duties.

The full Educational Assistants in Manitoba Handbook can be accessed her for reference - https://www.edu.gov.mb.ca/k12/docs/support/ed_assistants/educational_assistants.pdf

The new job descriptions can be found on the divisional website.

Please review the new job description and if you have any questions or require clarification regarding these changes, please don't hesitate to reach out. In September if you find you are being asked to do something that you are not sure falls under your classification, send me an email and we can ensure that you are being assigned correctly.

2025/2026 Retirements

Congratulations to all the lucky individuals that got to officially put in their retirement request. We thank them all for their years of dedication to the students of the St. James-Assiniboia School Division.

Brian C.	18 years
Scott B.	24 years
Wanda P.	20 years
Darlene J.	26 years
Debra S.	26 years
Jo-Anne M.	24 years
Pam R.	16 years
Tiina W.	23 years
Robyn K.	16 years
Kathy R.	23 years
Esther O.	14 years
Gale K.	17 years



Important information regarding Employment Insurance Benefits

The division will send your ROE electronically. They have up to five calendar days after the pay period in which the interruption of earnings has occurred. **This year, the ROE's need to be sent to Service Canada no later than July 6th. Please check your ROE and ensure the correct information has been provided including your last day of work as that would depend on when you took your EAD days. If you have any questions, please contact the payroll department.** There is no group reference code needed to file your claim. Ensuring your application is completed correctly and on time will reduce processing delays.

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)

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.

Here is a basic breakdown of how to calculate your bi-weekly pay for the purposes of EI

Hourly rate of pay X No. of hours per day X days in the week = Total weekly pay

Ex 1: 27.30 X 6.17 X 5 = \$842.21 Weekly Gross Pay (X2 for Bi-Weekly Gross Pay)

Ex 2: 26.79 X 7 X 5 = \$937.65 Weekly Gross Pay (X2 for Bi-Weekly Gross Pay)

Ex 3: 25.20 X 5.67 X 5 = \$714.42 Weekly Gross Pay (X2 for Bi-Weekly Gross Pay)

This does not include your STAT days or your vacation pay.

Vacation pay is calculated at:

- Start year to less than 2 years at 4%
- After 2 years but less than 5 years at 6%
- After 5 years but less than 15 years at 8%
- After 15 years but less than 22 years at 10%
- After 22 years at 12%

Reminder that you will also need to claim the summer STAT days. All employees receive STAT pay for July 1st. Employees who have 16 years or more of service also receive STAT pay for the Civic holiday. To calculate your STAT day amount, take your wage X your hours for one day.

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

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.

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 stretched amount and do not accurately represent what you have earned in a two-week period

