



September 2026

### President's Message

Welcome Back!!!!!! Another school year has begun. I hope everyone had a chance over the last two months to take some time to relax and recharge their batteries. September always brings a renewed sense of optimism and excitement for what the year may bring. This is also a good time to review a few items in order to ensure things go smoothly.

I would encourage everyone to review policy GBAA and GBAA-R. These policies refer to a Respectful Workplace. These policies outline the expectations of staff within the division as well as the complaint procedures.

Policy GBEB is another one that all staff should be very familiar with. This policy surrounds the Code of Conduct for Child Protection. I strongly suggest that members read this policy to ensure a clear understanding.

If you have any questions or need clarification on these policies or any other policy, please reach out to your administrator, the Human Resources department or me. It is important that MANTE staff are aware and follow the policies outlined by the division.

Last year there were many questions surrounding cell phone usage within the schools. The division has a cell phone policy, GBEP-R. Personal cell phone usage should be limited to your breaks and should not be used during your scheduled workday. Considering that policy, if you are being asked to do something that requires you to always carry your personal cell phone with you, then this request is unacceptable. Such requests could be things like joining a WhatsApp group for quick communication, the expectation that you are checking your work email regularly without providing time to access a division computer, using your phone to document student activities, or being asked to text other employees for scheduling changes and coverage. The division cannot require you to own a cell phone or to use your personal device for work related purposes.

Beginning October 1<sup>st</sup>, 2026, Manitoba employers will no longer be able to request a sick note each time an employee misses work due to illness or injury. I do expect an update to the division's policy regarding sick notes shortly. Per the legislation, under certain circumstances a sick note can still be requested. If an employee is absent for a period of longer than seven consecutive days or if the employee has been absent from work due to illness or injury for more than ten days within the same calendar year, a sick note can be requested at the expense of the employer. I will have more information regarding this once the policy is updated.

You may have noticed last year that your MANTE dues deducted exceeded the \$210 maximum for the 25/26 school year as stated in our constitution for last school year. At the AGM in May, the membership approved an increase to the dues to a biweekly amount of \$12.00 for the entirety of the 22 pay periods that coincide with the EA pay schedule. To correct last year's error, if you have been identified as having been overcharged, you will see a reduction in MANTE dues on your first payroll. After that you will see the regular deduction for the duration of the school year. If you believe you were overcharged and do not see a deduction on your first payroll, please reach out to me and I will confirm with payroll.

As always, I am here for any questions or concerns you may have. No question is silly and never feel like you cannot reach out to me. I work for you. There are several ways you can reach me, email is [Jennifer.monaster@siasd.ca](mailto:Jennifer.monaster@siasd.ca) or at [mante@mante.ca](mailto:mante@mante.ca) and the number to the MANTE office is 204-831-2397. Wishing everyone a great 26/27 school year. Let the fun begin.

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](mailto:maggi.sawchuk@siasd.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

### September Retirees

|          |          |
|----------|----------|
| Val M.   | 15 years |
| Lisa I.  | 21 years |
| Gale K.  | 17 years |
| Donna H. | 24 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](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 of falls under your classification, send me an email and we can ensure that you are being assigned correctly.

