

November 2026

President's Message

Hello everyone. Based on a few situations brought forward this month I feel it would be a good time to review a few basic requirements from the Collective Agreement.

Article 7.02 outlines the time per day for EAA's and EAC's. EAA's work for 5.67, which is 5 hours and 40 minutes or 340 minutes a day. EAC's work for 6.17, which is 6 hours and 10 minutes or 370 minutes a day. Behaviour Intervention Assistants work 7 hours a day or 420 minutes. The two 15-minute breaks during your day are included in that time as they are paid breaks. Everyone should take a moment to ensure that they have been scheduled for the appropriate amount of time per day.



Article 7.07 speaks to proper rest periods. Each employee is entitled to a 15-minute break during each half of their workday. Breaks should be scheduled by your admin/resource team. It is not the responsibility of the MANTE member to schedule their own break or to find coverage for that break. Lunch for MANTE members can be anywhere between 30 to 60 minutes, no more, no less. Lunch cannot be scheduled earlier than 2 hours past your start time and must end at least 1 hour prior to your end of day. You should never be scheduled for longer than 1 hour away from your full-time position. This is why those choosing to do the non-MANTE lunch supervision position can only do a 30-minute shift per day. This restriction would also be relevant to those doing the non-MANTE food facilitator position. If you are scheduled to assist with this during your regular workday, it cannot be for any longer than 30 minutes, reducing your lunch break to only 30 minutes. It can be longer if the shift is scheduled before or after your regular start/end time.

Article 7.09 speaks to banked time. I have been very surprised lately to learn how much banked overtime is occurring in certain schools. Reminder that banked time is at the initiative of the employee. You can bank 60 minutes per day up to a maximum of 3 full days of time. Banked time can only be earned by reducing your lunch break or by working extra time within one hour of your start and end time. If your admin is requesting you to skip breaks, shorten your lunch or come in early/stay late, that is considered overtime. Overtime can be banked as per article 8.02 up to a maximum of 5 full days of time. In both cases, banked time and banked overtime can be used at an agreeable time between the employee and the division. The division cannot tell you when you must take your banked time. If no agreeable time can be met, the banked time will be paid out.

If you have any questions surrounding these articles or any other subject you would like to discuss, please contact me. I can be reached in the MANTE office at **204-831-2397**, the MANTE email is **mante@mante.ca** or through my division email at **Jennifer.monaster@sjasd.ca** You can also reach out to out Vice President, Paul Abramson at **paul.abramson@sjasd.ca**

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 – Trista Tambakis
Financial – Monika Kananowicz

November Retirees

Cameron S. 3 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



Use of Personal Cell Phone for Work Related Means

We probably have all been guilty of using your personal cell phone for a work-related task. Maybe it's a quick check of an email or a shared messenger group for quick communication. While this is an easy way to keep informed, no one should be forced to use their cell phones at work. The division has policy surrounding the use of technology. In policy GBEF-R it states that you should not be using your personal device during work hours unless you have been directed to do so by your administrator. I would advise you that you never have to use your personal device at work even if your administrator directs you to do so.

Many schools are requiring EA's to use their cells phones for multiple purposes. Many schools use WhatsApp groups to keep informed of scheduling changes, or when assistance is needed quickly. This cannot be required of you. If your school needs the ability to have immediate communication with EA's, then they should be providing you with radios. If they are expecting you to be able to read and respond to emails promptly, then they need to provide a space and time available to you to go and access a school computer. If they are asking you to take pictures of students to document a moment in time, you have every right to say no. If they want pictures, they can provide you with a school camera or Ipad. The division just came out with new guidelines surrounding child protection. You should never be put in a situation where you would have pictures of students on your personal cell phone.

I know you all want to be team players and do what is best for your school, but I really want you to consider these points when you decide to use your cell phone for work related tasks.

- The Division does not provide or pay for employees' personal cell phones or associated monthly service plans. Therefore, employees should not be expected to use their own devices or personal phone plans to conduct Division business.

- The Division will not cover the cost of repairing or replacing a personal cell phone if it becomes broken or damaged while being used for work-related purposes.

- There is a concern that employees could face disciplinary questions or be reprimanded if they are seen using their personal cell phones during work hours, even if the phone is being used for work-related purposes. This puts employees in the position of having to explain and defend their actions when they are simply trying to complete their work responsibilities.

- Employees should have access to the appropriate work equipment needed to perform their duties without having to use their personal cell phones.

Holiday Contest

The Association invites all MANTE members to enter our 12 Days of Christmas holiday contest. We will be drawing 12 names, from those that enter, to receive a $25 PC gift card. To enter, email **Jennifer.monaster@sjasd.ca** with Contest in the subject line and answer this question (hint: a copy of the Collective Agreement is available through the MANTE website) You have until December 7th to enter. Good Luck!!!!

In the MANTE Collective Agreement, what article speaks to Remembrance Day?

