

W.A.N.T.E Liaison Minutes

Thursday, December 3rd, 2015

4:45pm – Administration Building – Room 106

Present:

Carrie Logan	<i>Admin. Bldg. #2 – Info. Systems</i>	Ana Juarez	<i>Norquay</i>
Sonya McWilliams	<i>Admin. Bldg. #2 – Info. Systems</i>	Bruce Zilkowsky	<i>Prince Charles ERC</i>
Darlene Neal	<i>Adolescent Parent Centre</i>	Debra Kozeluh	<i>Rockwood</i>
Gail Barker	<i>Ashland DLC</i>	Maria Carreira	<i>Sacre Coeur</i>
Rosa Loconte	<i>Carpathia</i>	Jessica Meurrens	<i>Sacre Coeur</i>
Maureen MacCoy	<i>Carpathia</i>	Carol Seburn	<i>Sargent Park</i>
Bev Gillies	<i>Cecil Rhodes</i>	Val Isfeld	<i>Shaughnessy Park</i>
Vanessa Bartlett	<i>Clifton</i>	Pat Buckingham	<i>Sisler</i>
Debra Glennie	<i>Clinical Support Services</i>	Darlene Hanischuk	<i>Sisler</i>
Wendy Kirwin	<i>COTE</i>	Irene Figueiredo	<i>Sister MacNamara</i>
Rosina Gordon	<i>CTP – Isaac Newton</i>	Alicia Nues	<i>Sister MacNamara</i>
Michelle Beaucage	<i>Daniel McIntyre</i>	Randy McMurray	<i>St. John's</i>
Leslee Strauman	<i>Elmwood</i>	Amanda Febraché	<i>Stanley Knowles</i>
Marion Kathwaroon	<i>Fort Rouge</i>	Nelson Arevalo	<i>Tec-Voc</i>
Rhonda Plohman	<i>Garden Grove</i>	Rosa Messina	<i>Victoria-Albert</i>
Cesaria D'Achille	<i>General Wolfe</i>	Brittany Morrison	<i>Victoria-Albert</i>
Carla Paul	<i>General Wolfe</i>	Debbie Grausdin	<i>Weston</i>
Angie Preston	<i>Glenelm</i>	Kathi McCall	<i>Wolseley</i>
Laurelee Hurd	<i>Kent Road</i>		
Nicole Lansard	<i>Laura Secord</i>	Executive/Council/Other:	
Frances Held	<i>Lord Roberts</i>	Michelle Short	<i>Council</i>
Erika Kupchak	<i>Lord Roberts</i>	Kelly Bowen	<i>Council</i>
Holley Tweed	<i>Machray</i>	Gale Hladik	<i>Council</i>
Marie Rouble	<i>Montcalm</i>	Barb Morrison	<i>President</i>
Tami Forbister	<i>Mulvey</i>	Luis Tome	<i>Vice-President</i>

1. Call to Order – Luis Tome

- Meeting called to order at 4:45pm
- Luis welcomed everyone and thanked them for attending.

2. Approval of October 1st, 2015 Meeting Minutes

- Minutes were approved and placed on file.

3. Updating # of members in work locations

- Please make sure you call the WANTE office with an update if new members, whether on terms or permanent, start at your work locations.
- WANTE needs this information in order to send out the appropriate number of copies when sending newsletters, announcements etc... to the membership.

4. **Health Benefits**

- Increase will take effect January 2016.
- Retirees will be given back the drug card.

5. **Special Leave and W.A.N.T.E. leave**

- There have been individuals still with questions.
- WANTE leave is as follows: permanency for 10 years and then can be requested again after 5 years.
- Please give HR at least 6 weeks notice for WANTE leave.
- Special leave is by WSD – no sub provided.
- WANTE leave substitutes are provided.
- Administrators are not to approve special leaves... it's HR's decision.
- All special leaves go directly to Human Resources Director, Eric Barnaby.
- Employees still fill out short leave, Administrator will sign but it's up to HR to approve.
- Do not make prior arrangements without getting proper approval.
- If you've been refused don't phone in sick as HR will monitor your attendance for those days.
- Do not attach WANTE leave to breaks.
- Special leave is 5 days in length.
- One can try and request a special leave attached to a WANTE leave.
- Special leave there's no time limit on years of service.
- If you apply for a special leave you will receive a letter stating that it's a onetime approval (if approved).
- HR does try to be fair; they do try to do what's best for the work locations.

6. **Emergency Day and Bereavement Leaves**

- Emergency day is one day at a time... may be given up to 4 days in a school year.
- Sometimes a full day may not be granted... depending on the type of emergency.
- Do not combine Emergency Day with Bereavement Leave.
- If a loved one is taken to the hospital and you've taken an emergency day... if the loved one passes away before 4pm then that day becomes your first day of bereavement leave.
- HR may ask for a death certificate.
- If a loved one passes away after 4:30pm, then bereavement leave will start the next day.
- If a death occurs during a long weekend...then the holiday day counts as a day of bereavement.
- A bereavement day could be saved if funeral service will be held at a later date.
- Bereavement leave includes the funeral day...unless you decide to save a day for a later service.

7. **Personal Business Leave**

- Refer to WSD policy manual – appendix C – article 7.
- Vice-President explained each personal leave option listed in article 7.

Long Service Leave

- See long service leave in collective agreement.
- Long service leave consists of 20 working days.
- Days could be broken down... use 20 Fridays; take 2 days off per week until the 20 day total is reached etc...
- Long service leave could be taken prior to winter and spring break.
- Long service leave requests need to be submitted to HR at least 6 weeks prior.

- If you've requested a leave and haven't heard back from HR over quite some time, please call the WANTE office and President will look into situation.
- If plans change leave can be cancelled.

8. Open Session

Labour Ed

- Presented a workshop on November 30th, 2015 – topic was Know your Rights / Know your Collective – refer to handout on WANTE website.

Bussing

- If you are on the bus longer than your regular time – over 15 minutes... let your school secretary know so you can get paid extra duties.
- Extra bussing hours cannot be banked.
- It is NOT WANTE's members responsibility to buckle, take students to the door or take students off the bus.

Q – Do term employees get paid stat holiday and if they were subbing prior to the holiday and then the term was back dated would the employee get paid the holiday?

A – yes... WSD should be going back and making the proper adjustments.

Q – If there's a bussing position of 1.5 hours and there are changes with transportation times... can the time be cut and only getting less than what one was promised?

A – yes, WSD is the employer. Bussing comes from Special Ed. Notice has to be given prior to the change in hours.

A criteria for additional hours is based on seniority.

There's no bumping in our collective agreement.

Q - If there's a Special Ed student on a bus and the student leaves...will the EA lose those bussing hours?

A - yes, but the SERT will have to make a decision if there are others working on bussing hours. Attendance plays a big factor when administrators give out extra duty bussing hours.

Some administrators will send out an email to all staff at by the end of April asking who wants extra duties (bussing)...

Q – Are there any minimal amount of hours in any position?

A – In WANTE's Collective Agreement it states that it could be between 2-8 hours.

Q – Is there a minimum notice and can one decline on extra duties?

A – NO... Give Administrator at least 2 weeks' notice.

Q – Is everyone aware on how the disability plan works?

A – No, WSD pays into a plan for short term disability benefits. If you had some issues and you would be away from work for over 6 months... first use your sick... if one doesn't have enough sick time, then one needs to apply for EI sick benefits. If on disability through WSD one also needs to apply with CPP. This would allow WSD to save some money. If not compliant then you can be denied.

Once the time has passed the WSD disability committee and will decide if one is entitled to long term disability benefits. If off for 4 months and come back and then not ready to return... application process of 6 weeks – 6 months will commence all over again.

When coming back to work make sure you are ready.

Q – If one has full year of sick time... when does one apply for disability?

A – Forms will be sent out... WSD tracks time off. Once all comes back and it's near the 6 month mark... WSD schedules a meeting with you and the WANTE President and decide what you will receive and how long one can stay on.

Disability is only 60% of wage. If one still has sick time left then WSD

Summer months count as time during the waiting period.

9. Reminder of Next Meeting: Wednesday, February 3rd, 2015

10. Meeting Adjourned: 5:53pm