

**W.A.N.T.E Liaison Minutes**  
**Thursday, December 4<sup>th</sup>, 2014**  
**4:45pm – Administration Building – Room 106**

**Present:**

Heather Verhoef	<i>Adult EAL Centre</i>	Mary Schmidt	<i>Principal Sparling</i>
Druscilla Crate	<i>Adult EAL – Sir Wm. Osler</i>	Norma Roulston	<i>River Elm</i>
Rosa Loconte	<i>Carpathia</i>	Jenny Lester	<i>River Elm</i>
Maureen MacCoy	<i>Carpathia</i>	Ruth Kostiuk	<i>Riverview</i>
Rosina Gordon	<i>CTP - Isaac Newton</i>	Jessica Meurrens	<i>Sacre Coeur</i>
Melissa Wiess	<i>Daniel McIntyre/WANTE</i>	Maria Carreira	<i>Sacre Coeur/WANTE</i>
Jemellie Torres	<i>Dufferin</i>	Carol Seburn	<i>Sargent Park</i>
Nelia Romero	<i>Dufferin</i>	Val Isfeld	<i>Shaughnessy Park</i>
Ben Lacroix	<i>Ecole secondaire Kelvin</i>	Maureen Boisclair	<i>Sister MacNamara</i>
Judi Bastl	<i>Elmwood</i>	Maria Melo	<i>Sister MacNamara</i>
Leslee Strauman	<i>Elmwood</i>	Amanda Ferbrache	<i>Stanley Knowles</i>
Karen Korzenowsky	<i>Garden Grove</i>	Irene Costa	<i>Tyndall Park/WANTE</i>
Carla Paul	<i>General Wolfe/WANTE</i>	Rosa Messina	<i>Victoria-Albert</i>
Gail Medeiros	<i>Isaac Brock</i>	Brittany Morrison	<i>Victoria-Albert</i>
Karma Neufeld	<i>J.B. Mitchell</i>	Debbie Grausdin	<i>Weston</i>
Patty Henderson	<i>John M. King</i>	Corina Phyaouphone	<i>Weston</i>
Erika Kupchak	<i>Lord Roberts</i>		
Margaret Sloboda	<i>Lord Roberts</i>		
Cindy Charlton	<i>Luxton</i>		
Holley Tweed	<i>Machray</i>	Dawn Bronk	<i>WANTE</i>
Marie Rouble	<i>Montcalm</i>	Cynthia Hornstein	<i>WANTE</i>
Ana Juarez	<i>Norquay</i>	Luis Tome	<i>WANTE</i>
Bruce Zilkowsky	<i>Prince Charles ERC</i>	Barb Morrison	<i>WANTE</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 9<sup>th</sup>, 2014 Meeting Minutes**

- Minutes were approved and placed on file.

**3. Liaison Reps at Carpathia, Elmwood, John M. King and Tyndall Park**

- Reminder Clinical Support Services clerks are also included in distribution.
- Just a reminder for those that are Liaison Reps at these schools... the former CGC , staff members have been relocated to the above mentioned schools... liaison reps please distribute information to these members as well.

**4. Break times and Banking of time**

- A copy of letter of understanding between WSD and WANTE was distributed to Liaison Reps.

- Explanation was given at points mentioned in letter of understanding.
- Educational Assistants who aren't provided the opportunity for a break when out of the building, can now bank the time.
- If the opportunity to take a break has been offered then members will not be able to bank the time or ask to be paid out.
- Breaks are to be taken on WSD premises.
- Breaks are not to extend or shorten the workday.
- Administrators or designate are to schedule employees' breaks during their work days.
- Lunch breaks are employees own time... could be taken off WSD premises.
- If requesting time off for banked time (due to no breaks) please give Administrator a few days notice prior to the expected day.
- Any banked time accrued will need to be taken by May 31<sup>st</sup> of that school year.
- Time not taken by May 31<sup>st</sup> will then be paid out to the employee by June 30<sup>th</sup> of the current school year.
- WANTE expects every member to take their allocated breaks.
- President will post a log form on the WANTE website.
- Remember that each entry should be signed daily.
- Letter of understanding is for Educational Assistants.
- If clerical are asked to work / stay longer then they are paid overtime.
- If field trips are in June... banked time will then be paid out... no option to take the time in lieu of.

#### 5. **Leave of Absences**

- The unpaid leave of absence (aka – WANTE leave), has been renewed with different rules.
- If you took an unpaid leave of absence 3 years ago then you will not qualify for another 2 years.
- Special Leave of absence works as follows:
  - If asking for more time off, then employees need to apply for special leave (code 77 on short leave).
  - Always attach a letter to short leave when requesting a special leave... submit request at least 6 weeks prior to HR.
  - Do NOT book any flights / trips without getting HR approval.
  - HR is only granting special leaves for a max of 5 working days.
  - HR is checking all Special & WANTE leave requests thoroughly.
- WANTE leave - you qualify for a substitute VS. Special leave - does not qualify for substitute coverage.
- Always speak to your Administrator when requesting a leave; it's always good to have their consensus prior to submitting paperwork to HR.

#### 6. **Transportation Issues**

- President would like to hear from everyone that rides the school bus (morning or evening).
- Apparently there are many issues / complaints.

- There have been many bus / schedule delays.
- If a member is on the bus later than their assigned hours then please contact the school secretary to document the extra time so it could be paid out properly.
- Please call the WANTE office if you have any concerns.

#### 7. **Validation of Certificates**

- HR has been looking at applicants that have applied for Job Vacancies... they are looking if First Aid /CPR, NVCI certificates are up to date.
- If your certificate will expire within six months then please look into taking a refresher course.
- WSD will not give employees a heads up on upcoming expiration of certificates, it is the employees responsibility.
- Certification dates are on employee connect... it is the employees responsibility to upkeep their certificates.
- If WSD courses are full, you could find a place outside of WSD and you could be reimbursed for course and not time....from WSD PD Fund. If certificate is acquired outside WSD then please submit a copy of certificate to WSD.
- Term employees are covered for WSD PD.
- NVCI is mandatory for EAC's and EAD's.

#### 8. **Collective Agreement**

- Copies are out at the work locations and it is also posted on the WANTE website.
- Each work location received 3 copies (Liaison Rep, Head Secretary and Administrator).
- Any member wanting their own hard copy are asked to call the WANTE office to request one.
- Each work location is to have a WANTE board.

#### 9. **Open Session**

**Q – Some EA's in work locations have been subbing or on terms in the same position for many years. How does one go about finding out when the jobs are posted?**

*A – The first round of job vacancies has just been completed. Not all position will become permanent, some will remain as term. Kindergarten and Nursery positions are based on funding. There are some members off on leaves and WSD needs to keep those positions for when they return. Some members will remain term until the end of June. Administrators need to correspond with HR.*

**Q – An employee is away on a personal leave and the leave has been extended – how long does position need to be held.**

*A – WSD holds maternity leave position for one year. Positions could be cut at any time. Permanent employees are guaranteed a position... not necessarily at same work location. 2017 class sizes will be capped... EA's in Kindergarten / Nursery will be cut if numbers stay at 20 students.*

**Q – Please clarify when a medical note could be requested.**

*A – The employer can ask for a medical note at any time. If away for more than 3 days a note is required. Medical notes are to be submitted to HR. Administrators can ask for notes anytime. Do not attach sick day to a family emergency day.*

**Q – Will there be a class offered for EA's for food handler's certificates?**

*A – WSD offers course through Life Long Learning.*

**Q – Is there a limit for how much a person can lift (repetitious lifting)... lifting students?**

*A – There isn't anything in the collective agreement... if it becomes a problem perhaps employee could speak to administrator for some help throughout the day. Look into a back Brace. Documentation is important.*

**10. Reminder of Next Meeting: Thursday, February 5<sup>th</sup>, 2015**

**11. Meeting Adjourned - 5:50 pm**