



W.A.N.T.E.

January 2015 NEWSLETTER

WORKING FOR YOU

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Happy New Year!

W.A.N.T.E. Nominations

Here is your opportunity to become more involved with W.A.N.T.E. !!

Be the voice for your collective group.
Bring new ideas to the Council table.

Not sure of what may be involved or what time commitment is required—

Read on!

Who Can be a Member of Council?

Council Representatives are comprised of the various components within the Association. Any member who is employed in a permanent position in that component may submit to let their name stand for election to be the representative.

Council positions open for Election for 2015/2016

Educational Assistant A & B* 2 positions
Educational Assistant C** 2 positions
Educational Assistant D*** 2 positions

Computer Technician / Library Technician
Elementary School Clerk
Senior/Junior High School Clerk
Non-School Sites Clerk

- * (includes Food Coordinators & Crossing Guards)
- ** (includes Child Development Lab Assistants and Home Learning Assistants)
- *** (includes Clinician Assistants, Interpreters, Vocational Trainers, Work Experience Co-Ordinators)

All members are welcome and encouraged to participate.

Executive positions open for Election for 2015/2016

Vice President
Treasurer
Members-At-Large (2 positions)

Who Can be a Member of Executive?

Any member employed in a permanent position within our bargaining unit may submit their name.

- ◆ To run for the office of Vice-President the member must have served as a member of Council for two consecutive years.
- ◆ To run for the office of Treasurer or Member at Large you must have served as a member of Executive or Council at any time in the past.

What is the Time Commitment for an Elected Officer?

Meetings are held monthly. The Executive meets on the second Wednesday of the month and the Council and Executive meet on the third Wednesday of the month. Meetings start at 5:00 p.m. and usually run no later than 7:30 p.m.. An elected member will also be appointed to one or more of our various committees and these committees meet at times determined by their mandate or need and can vary from two to three times per year.

Nomination forms will be going out to the members no later than January 30, 2015 as a separate mailing and nominations will need to be returned by February 18, 2015.

Any questions or if you require any additional information, please contact Maria Carreira, Chairperson, Nominating Committee at secretary@wante.org

Message from the President - Barbara Morrison

Happy New Year to everyone and welcome back to work! The Association would like to extend to all our members best wishes for a happy, healthy and prosperous New Year. I hope everyone enjoyed the holidays and you were able to spend some quality time with family and friends.

It has been a very busy fall with approximately 370 Educational Assistant and 25 Clerical positions posted since October. As of the end of December there were approximately 160 EA positions filled, 19 clerical positions filled with 76 permanent staff making moves and 103 substitutes obtaining a permanent or 2 year term position. Congratulations to all of you and welcome to W.A.N.T.E.! This has been an awesome opportunity for staff to make moves and accept new challenges. I hope you all enjoy your new positions.

The office continues to be busy with many phone calls and issues. It can be difficult some days to keep up with the calls and emails but please feel free, if you haven't heard back from me in a couple of days, to make a follow up phone call.

Please look over the nomination information in the newsletter and seriously consider submitting your name for a position for election. You will be receiving a separate mailing on January 30, 2015 with more nominating information and the forms to fill out to submit your name for election. Being part of the Executive and/or Council can be a rewarding learning experience. If you have any questions regarding nominations please contact:

Maria Carreira, Chairperson Nominating Committee at email: secretary@wante.org

T4 Slips

T4's will be available for print through Employee Connect in February. You should receive an email notification as soon as the 2014 T4's are available.

Remember: The Web print option makes the T4s available to members sooner than waiting for a printed copy to be sent to work locations via division courier.

Take a minute to ensure that both your home address and your email address recorded in Employee Connect are current and make any necessary changes right in Employee Connect. ****Please note that the address recorded in Employee Connect is the address your T4 Slip will be mailed to unless you have selected the Web print option.**

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Remember...We want to hear from you!

Whether it's an idea for a Labour Ed workshop you'd like to see, or questions about available WSD or WANTE Professional Development funding, ideas, comments etc., we want to hear from you! We can't fix or improve on what we don't know about.

The WANTE office is open Monday to Friday from 8:30 am to 4:30 pm and the Admin Assistant is in the office Tuesday, Wednesday and Thursday. If no one is available to take your call, please feel free to leave a voice message. Messages are checked several times during the business day and every effort will be made to return your telephone call or answer your email within one business day.

Please feel free to contact the WANTE office at (204) 953-0250 or email Barb Morrison, President at wante@wante.org at anytime.



W.A.N.T.E. members are being reminded that social media sites **SHOULD NOT BE ACCESSED** during work hours whether it's from a WSD computer or your own personal electronic device.

Members are further cautioned against the use of social media to comment about co-workers, parents and students and participating in negative or defamatory discussions that relate to their employment with the division. The use of social media to express grievances toward students, parents, co-workers or the WSD is also not appropriate.

W.A.N.T.E. members are urged to carefully consider the potential implications to their employment before posting any online commentary. It is common for concerned members of the community to take screenshots of social commentary made by members and submit it to the Division with the expectation that action be taken against the member involved. When these situations arise, they are addressed.

Message from the Vice-President - Luis Tome

Hello to all members in our W.A.N.T.E. collective. Hope the Christmas Holiday break was enjoyable and relaxing. For those who may have managed to get away somewhere warm, good for you! For the others who may not have had the opportunity, good for you also, because you are the real tough Winnipeggers'. Of course I say that with a smile on my face. The two weeks go by real fast and now we are in the enjoyable months before Spring Break.....

To our members who work outside in our lovely elements, please dress warm and make sure the students are also dressed appropriately for the weather.

For those members who are successful applicants for new positions congratulations and for new hires welcome to W.A.N.T.E. and the WSD.

Hope you all have a safe and great start to 2015. If you have any questions or concerns please feel free to call the office or me.

2014/2015 Important Dates

Monday, February 2, 2015	Non-Instructional Day
Thursday, February 5, 2015	Liaison Meeting at Admin. #2
Friday, March 13, 2015	Non-Instructional Day
<u>SPRING BREAK</u>	
<u>Monday, March 30 - Friday, April 3, 2015 Spring Break</u>	
Thursday, April 9, 2015	Liaison Meeting at Admin. #2
Friday, April 24, 2015	Non-Instructional Day
Monday, May 11, 2015	Non-Instructional Day
Thursday, June 4, 2015	Liaison Appreciation Dinner
Tuesday, June 30, 2015	Last Teaching Day

In addition to the Non-Instructional Days indicated above, each school is allotted two additional days that are to be used at their discretion. However, staff, parents and communities must be notified well in advance.

Leave of Absences requests

If you are applying for the Unpaid Leave of Absence (previously known as the W.A.N.T.E. Leave), make sure you have made your request 6 weeks prior. DO NOT book or buy tickets for your trip before you receive written approval. You also need to discuss the leave with your Administrator prior to sending your request to Human Resources. The Unpaid Leave of Absence does allow for up to 5 days without pay but with a substitute. ***For full details of the leave read the Letter of Understanding in the back of the Collective Agreement.***

If you do not qualify for the Unpaid Leave of Absence but are requesting a "Special Leave", this leave can be approved in the same way by requesting it through Human Resources, for a MAXIMUM of 5 days, **BUT THERE IS NO SUBSTITUTE ALLOWED.**

Survey Results

At the end of October, 2014 a one page Survey was sent out to all members asking for feedback on Communication, Labour Ed, WANTE Involvement and Electronic Voting. Thank you to the 658 members who took the time to complete the Survey and return it to the WANTE office.

The Surveys have been reviewed and the results have been compiled.

- 70% of the surveys returned, feel that WANTE does enough to communicate with its members and 91% of those still read the Newsletter in hardcopy format.
- 68% of the surveys returned, have been on the WANTE website, but only 29% have ever checked out VuBiz online training.

*For those members who have never heard of VuBiz - it's an online training program that offers hundreds of courses that are available to members and their families free of charge covering subjects from **Ergonomics** to **Working Well with Others** to **Personal Finance: Understanding Credit, Managing Work & Family and Office Suite**. A number of these courses are available in French.*

The courses are available 24 hours a day, 7 days a week through the WANTE website. We encourage you to take advantage of as many courses as possible. We are certain that you and all of your friends and family members will find a number of courses that will address both your needs and interests.

- 38% of the surveys returned, indicate that they have attended a Labour Ed workshop in the past 2 years and 89% of those who attended found it beneficial.

This year the Labour Ed Committee has taken a bit of a break while they try to find new and relevant topics for the Labour Ed Workshops. We have been in contact with the Winnipeg Police Service about an Identity Theft workshop and are looking into a WSD Pension workshop. Details will be shared as they become available. Should you have any topics that you feel would be beneficial to members, please feel free to contact Pam Elliott, Chair of the Labour Ed Committee at pamelliott@shaw.ca

- 55% of the surveys returned, indicate that they were aware that WANTE provides PD funding to members supplementary to WSD.

If you are interested in taking a course that you feel would be beneficial to you in your job (individual funding is up to \$250 plus taxes / year) or available to a group of 5 or members at your work location (group funding is up to \$500 plus taxes/year), there is Professional Development Funding available from both the WSD and WANTE.

Members have to apply first to WSD by completing the appropriate form and forward it to the Human Resources Dept. for consideration. Once approved, members or groups should apply to WANTE for supplemental funds.

There is money available for PD funding and sadly not many requests. All members are encouraged to apply!

- 32% of surveys returned, indicate that they have considered becoming a WANTE Liaison Rep and only 18% have considered becoming more involved in WANTE.

*For the benefit of the new members out there, **Liaison Reps** are responsible for the promotion of good will between the Association and the membership in their work locations. WANTE also depends on the Liaison Reps to distribute information from our office to members at each work location.*

*More **Survey Results** continued on next page*

Survey Results—con't

Liaison meetings are held 4 times during the school year, where information is shared with Liaison Reps regarding changes in procedures, frequently asked questions and upcoming activities.

If you'd like to be heard, consider serving a Liaison Rep at your workplace.

*The WANTE Council consists of a representative from each employee group for a one year term. A WANTE **Council Rep** is responsible from the promotion of good will between the Association and the membership within their specific employee group for a one year term.*

WANTE Council Reps are required to attend 1 WANTE Council meeting each month (June, September - May) which usually take place on the 3rd Wednesday of each month from 5:00 to 7:30 pm.

WANTE Council Reps are also required to sit on 2 or 3 committees which may or may not have meetings throughout the year. WANTE Council Reps are depended on to participate in the discussions and become part of the decision making process.

If you have ever thought that it was time for change within WANTE, it all starts with being a member of WANTE Council. Some members of Executive and Council have served for many years, but there is opportunity every year to welcome some new Council members and fresh ideas.

- 84% of surveys returned, indicate that they would be interested in using electronic voting if made available.

Once again, thank you to those members who took the time to complete the Surveys. We at W.A.N.T.E. value your opinion and are working hard for you, our member!

Should you have any questions or concerns, regarding the Survey Results or any other issue, please feel free to contact the office at 204 953-0250 or email Barb Morrison, the President at wante@wante.org

W.A.N.T.E. wants to keep in touch

If a member at your work location is off for an extended time due to illness or has had a bereavement in the family, please advise the W.A.N.T.E. office and we will send out a "Thinking of You" card.



The WANTE Annual Dinner will be changing locations!

We are pleased to announce that the 2015 Annual Dinner will be held on *Thursday, October 29, 2015* at the *Victoria Inn* at 1808 Wellington Avenue.

For the past several years, the Annual dinner has been held at the Norwood, but each year the list of retirees grows larger. We have nearly outgrown the largest banquet room they have at the Norwood, so the decision was made to look to a new venue that would be able to accommodate us more comfortably.

We look forward to the move to the Victoria Inn, as they have an excellent reputation for good food and great service!

New for 2015

Don't forget ...

That **WANTE Job Vacancies and the posting and application process are being handled differently this year.**

Available positions are posted in Employee Connect and anyone interested in ANY available position will **have to APPLY** for it. In the past, our members may have been "promised" a position, or have been made "Ongoing" by the principal, but with the new process in place, only the people who have applied for the posted positions are being considered. Which is why, in many cases, a substitute (possibly a recent addition to the substitute roster) has been awarded a permanent position.

If you see a posted position that you are interested in, be sure to apply for it. Remember that **IF** the posting specifies **"ONGOING" it will be a permanent position.** We will still see some vacancies remain as Terms under certain circumstances, but we have been seeing more "Permanent" opportunities.

As per our new Collective Agreement, commencing September 2, 2014, paper copies of ALL job postings for WANTE positions will no longer be sent to the workplaces.

Please be sure to check Employee Connect on a regular basis as Vacancies are only posted for 5 days. Don't miss out! Have your Resume ready to go!

The **NEW** Collective Agreement has been printed and delivered to the work locations.



Each school has received one copy for the Principal, Head Secretary and the Liaison Rep.

As always, the Collective Agreement is available online on the WANTE website.

If you want a hard copy for yourself just contact the office and one will be sent to you.

****As per the NEW Collective Agreement in our Letters of Understanding there was a "DRAFT" copy of a form to be used for Banking time sent to the Head Clerks. If you haven't seen it, ask your Head Clerk to have a look at it.**

Any feedback is appreciated.

Discretionary Day

If you are a permanent employee or if you are assigned to a term which will likely be more than 120 consecutive days in length, you are entitled to a one day paid discretionary leave in each school year.

You can use it on a No Class day and you can attach it to a long weekend, but you **CANNOT** use it attached to a break (Winter, Spring or Summer) and it cannot be deferred to the following year.

Substitutes are provided to employees who are entitled to a substitute according to the Division's Guidelines for Provision of Substitutes.

Please be sure to complete your Short Leave of Absence form (Absence #89, Reason Code DISC) six weeks prior to the date and report your absence in Aesop.

Remember: Use it or lose it!



Snow Days



Winnipeg winters have been very unusual in the past couple of years, and we have not had a closure day due to inclement weather.

Please remember that on storm days when the schools and Administration Buildings are **open**, any time taken because of weather conditions is the responsibility of the individual employee.

All absences due to weather, should be reported in Aesop as **Reason Code 99 - Inclement Weather.**



NVCI Training

If you have been unable to sign up for a workshop due to availability and you require NVCI for your position, please call the Special Education dept. @ 204-774-4525 and speak to Val. Ask to have your name put on a wait list. If they get enough names they will arrange with the facilitators to organize a new class.

On Line Training Available

W.A.N.T.E. in conjunction with VuBiz, offers members and their families an opportunity to on-line training.

VuBiz offers a huge list of courses available on subjects such as:

- Communicating Cross Culturally
- Managing Work & Family
- Office 2010
- Harassment Prevention for Employees
- Healthy Workplace Culture
- Working Well with Others

The complete list of On-Line courses as well as the on-line training, may be accessed directly from the WANTE website (www.wante.org).

Online training allows the you the flexibility to work at your own pace and in the comfort of your own home.

The first time that you access the on-line training, you will be required to enter your email address (home or personal) as well as your first and last name. The system uses your e-mail address to create a unique identifier to ensure that you are properly identified in the system which allows for the tracking of your results and printing of certificates in your name.

All subsequent log ins will require only your email address and the WANTE password: WANTE.

We are proud to be able to make this opportunity available to you, our members and their families **all free of charge** and hope you will take advantage of this opportunity and begin your on-line learning experience today!

**FOR MORE INFORMATION VISIT
www.wante.org (Training - On Line)**

In Memoriam

On October 20, 2014 **Elsie V. Robertson**, Retired Admin. Assistant, a member of our staff for 20 years.

On December 16, 2014 **Pauline M. Gutowski**, Retired Educational Assistant, a member of our staff for 18 years.



Professional Development funding

is available to our members from The Winnipeg School Division and from W.A.N.T.E.

Any members seeking funding must first apply through WSD and then to W.A.N.T.E.

WSD PD Funding forms should be available at your work location and WANTE PD

Forms are available on the WANTE Website.

Funding is given up to \$250.00 to an individual once per year or \$500.00 for group funding of more than 5 people.



Liaison Committee—Luis Tome

The Liaison Committee held in its second meeting on December 4, 2014. It was attended by 43 Liaison Reps and members of the Executive and Council.

As I mentioned in the last Newsletter of November under our New Collective Agreement in the letters of Understanding: Allowed Breaks for Educational Assistants. There was a copy of the log books sent out to the head clerks about the reporting of such times for breaks and banking of time. We will also be posting a copy on the W.A.N.T.E. website in the near future. Please take the time to look the Letter of Understanding over and if you have any questions, contact the office or me.

One of the other items discussed was the Validation of Certificates for First Aid and NVCI. With many new positions being posted, it is very important that your Certificates are up to date. If you have let yours expire it will impact your applications for these new positions. Such as you not being short listed for interviews. That would be a terrible loss for those individuals who may have the qualifications. Take the time to look over your expiring dates whether online on Employee Connect or the Certificate itself.

Next meeting will be held on Thursday, February 5, 2015.

W.A.N.T.E. Health & Dental Benefits

Both our Extended Health Benefits and Dental Plans are still MANDATORY for any employee who has a permanent work schedule of 25 hours or more per week but if you have permanent hours that are less than 25 hours per week you may still join the plan(s) voluntarily.

Remember once you are enrolled in the plan(s) the only way to terminate enrolment is through a life changing event.

Are you registered on line with Blue Cross Customer E-Service? Once registered for Customer E-Service, you can easily:

- Submit many claims online
- Register for direct deposit and have claim payments deposited directly to your bank account for fast processing.
- Find out what you need to include in your submissions for services that may require more than a receipt
- Check the status of a claim
- View your claim history to find out if you are near or if you have reached any maximum limits (ex. vision or dental)
- Print a temporary ID card and have a new card automatically issued

Did you Know?

- Our health plan only covers for vision eye exams NOT lenses and frames
- Our health plan covers drugs that are listed on the Manitoba Pharmacare Formulary. When being prescribed a new drug you may want to ask your doctor if it is on the formulary list and if not your doctor may prescribe an alternate or apply for the Pharmacare Exception Drug Status. If Pharmacare approves the drug, then Blue Cross will cover the drug, provided you send a copy of the approval letter along with your claim to Blue Cross.

Dispensing Fee Updates

Dispensing fees are not typically disclosed, but you can ask your local pharmacist about the dispensing fees they charge. You might also try asking family and friends where they purchase their prescription drugs to learn about the fees they pay.

The less you pay for dispensing fees means the more prescriptions you can fill before reaching your maximum. For regular prescriptions consider a 3 months supply, then there is only one dispensing fee.

The following table shows the approximate average price of pharmacy dispensing fees in Manitoba.

Cost Comparison from 2012 to 2014 Dispensing Fees				
Pharmacy	2012 Fee	2013 Fee	2014 Fee	% Increase
Costco* <small>*Membership is NOT required to purchase prescription drugs</small>	4.47	4.47	4.47	0%
London Drugs	8.35	8.44	8.50	1%
Walmart	9.68	9.68	9.68	0%
Superstore	9.65	9.75	9.73	0%
Sobey's	10.40	10.64	10.66	0%
Pharmex Rexall	11.15	11.51	11.67	1%
Co-op			11.75	0%
Shoppers Drug Mart	11.76	11.77	11.77	0%
Safeway	11.21	11.79	11.75	0%
Pharma Plus	11.75	11.92	12.04	1%
Pharmasave	11.52	12.28	12.47	2%
Independents	N/A	13.14	13.10	0%