

W. A. N. T. E. Liaison Representative

MINUTES

Thursday, December 8, 2011

4:45 p.m.

Administration Building No. 2

Room 106

1. CALL TO ORDER

- Meeting was called to order at 4:45 p.m. by Barb Morrison, Liaison Chairperson.

2. APPROVAL OF MINUTES

- Minutes of October 6th, 2011 were approved and placed on file.

3. Formation of Collective Bargaining Committee – Gale Hladik

- It is now time to form the committee.
- The members will be appointed by council at the upcoming Council Meeting on December 14th.
- The composition of the committee was posted in the November newsletter and it is as follows:
 1. Educational Assistant A and B, Food Coordinator and Adult Crossing Guards
 2. Educational Assistant C, Home Learning Assistant
 3. Educational Assistant D, Vocational Trainer, Work Experience Coordinator and Clinician Assistant
 4. Non-School Sites Clerk
 5. Junior/Senior High Schools Clerk
 6. Elementary Schools Clerk
 7. Computer Technician/Library
- Chairperson will be chosen by the Executive Officers.
- Any suggestions or issues you may want the committee to look at then please contact the WANTE office and let the President know, call or email.
- If the committee decides to send a survey out to the membership requesting suggestions / ideas, this will happen in the future once the committee is formed.
- It is a huge commitment, many meetings and hard work.
- Once in Collective Bargaining, it is very time consuming.
- Time away from job and evenings will be required for meetings.
- This would be approximately a three (3) year commitment.
- Negotiations could take a while.
- If retiring then it's not a good committee to be a part of as it will take at least three (3) years.
- It is a great learning experience.
- The committee will consist of 7 members and the President.

4. Lunch and Coffee Breaks – Gale Hladik

- Employees who work 3.0 or more hours a day are entitled to a 15 minute break, 5.5 hours are entitled to a 15 minute break and a lunch break of no less than 30 minutes, 6.0 hours or more are entitled to two (2) 15 minutes breaks and a lunch break of no less than 30 minutes.
- This is a Manitoba law and it is also part of our Collective.
- EVERYONE is entitled to their breaks.
- It is up to the schools / work locations to make sure that there's coverage during their break.
- If going on an all day field trip and not given proper breaks, then contact the WANTE office immediately.
- Presently WANTE is working with Human Resources on resolving this issue.
- There's a big concern in certain work locations where members feel that they aren't able or permitted to take their breaks.
- We should all follow the Collective and take our breaks. It will make WANTE much more united and stronger if we all stand together and follow the Collective Agreement. .

5. Payroll Information and Pay – Gale Hladik

- Often Members aren't checking their pay stubs.
- Periodically check your pay stubs to make sure that you are being paid correctly.
- If there's an ongoing discrepancy please contact the WANTE office immediately.
- Some members would still like to get paper stubs sent to them as they don't have a personal home computer.
- Schools do have a computer that is accessible to all staff in order to be able to print their pay stubs.

6. Leave of Absences – Barb Morrison

- A hand out was available at the back with information about "leaves"
- A copy of the letter of understanding is included at the back of the Collective Agreement.

Leave of absences – Article XIX

- If funeral service (ashes) will be a month later after death, and your bereavement leave for this time is denied, then call WANTE office and President will look into the situation.
- WSD shouldn't be asking for Death Certificate as proof for attending a funeral.

Emergency Leave

- May allow 1 day with pay, up to 4 days at minimum rate.

Bereavement Leave

- See Collective Agreement / sheet that were distributed at meeting.

7. Blue Binders – Barb Morrison

- An email was sent out last month from Barb in regards to blue binders.
- Barb will normally send emails to the WSD email accounts.
- If you wish to have your emails sent to a different email address then please pass that information onto Barb.
- The blue binders are to keep the information given at the Liaison meetings so that staff could access the information.
- If you need a blue binder then please call or email the WANTE office and they will send one out to your work location.

8. Grievance Time Lines

- If you feel you have a grievance you only have 10 days to file a grievance from the date of the event.
- To file, contact the WANTE office within the 10 days of the incident.
- It does take time to investigate, to prepare grievance, contact lawyer etc... all within the allotted 10 days.
- Even if only thinking about filing a grievance, sometimes a quick conversation with the President will help you determine if it's a valid grievance or not.

9. Open Session

Employment Insurance Code

- A code has not been provided.
- Service Canada is not affiliated with WANTE, any Service Canada questions; members are encouraged to contact them.
- If a code is provided prior to the winter break it will be posted on Employee Connect.

Interpreters

- Make sure you are filing the proper "time sheet" form.
- Interpreters are to be paid at their regular rate of pay plus vacation pay.
- All deductions apply to Interpreters.

Vacation Pay

- Rates change July 1st of every year.

EAAD

- Administrators can request the days for Educational Assistants to come in.
- Educational Assistants are NOT obligated to go in on NOCL days.

- If all EAAD days are used up and an extra day comes up then the Administrator should call their Superintendent for special approval of the extra EAAD

10. **Reminder of Next Meeting – Thursday, February 9th, 2012**

11. **Meeting adjourned – 5:50 p.m.**