



March 2014

W.A.N.T.E.

MARCH 2014

NEWSLETTER

WORKING FOR YOU

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Message from the President - Barbara Morrison

Are we done with this cold weather yet???? The groundhog said in February there will be 6 more weeks of winter so I am hoping Spring is right around the corner.

There will be no Reference Code for Employment Insurance for Spring Break.

Since my first hip surgery went so well, I will be off again from March 17 having my right hip replaced. Marilyn will be in the office 3 days a week and will be forwarding messages to me. Please be patient and I will get to you as soon as I can. I will be answering phone calls and emails from home until I return. Luis Tome, Vice President will be filling in for me as required.

Remember for those members who have not used their Discretionary Day to please do so! If you don't use it before the end of June it is NOT carried over to the next year.

Anyone looking to take a day off in June for their child's graduation, fill out the short leave asap. You are allowed one day for graduation whether it is high school or university. This day is for your children only NOT grandchildren.

I know it seems a long way off but please mark your calendars for May 28, 2014 and be prepared to attend our Annual General Meeting which will be held at a new location this year – Admin Bldg #2 Room 106 at 5:00 pm. It is important that you be there to be part of the decision making. There will be some proposed amendments to the Constitution that will be voted on

and the results from the elections will be presented. All proposed amendments to the constitution will be sent out in advance and you will have the opportunity to read them and come prepared to vote. As stated in our constitution "This constitution/bylaw may be amended at any general meeting, by a two-thirds (2/3) vote of the members present provided notice of the amendments has been presented fifteen (15) days before the meeting.

I would like to thank all of the members who put their names forward for nomination this year.

The Collective Bargaining Committee hosted 2 information evenings on February 18 & 20th to inform the membership of the proposals that were being presented to the division. Both evenings were well attended but it is sad that a total of only 130 members out of our 1400+ membership came out to find out the information. This was your chance to hear an overview of the proposals. It is too bad more of you didn't take advantage of the opportunity.

Soon, it will be time to leave the classrooms and begin to make plans for outdoor activities. Those members who take part in camping trips, remember that you do get paid to go to camp. Please review Article 12 and especially 12.06 and 12.07. If you are not sure, call the W.A.N.T.E. office for more information.

Enjoy your time off at Spring Break.

Barbara Morrison, President

Liaison News - Luis Tome, Vice-President & Chairperson

The Liaison Committee has held three meetings during this school year 2013-2014.

This committee is responsible for the promotion of good will between the Association and the membership; conduct regular meetings with the work location Liaison Representatives throughout the school year, and to provide information about activities and aims to the membership at the meeting or on our website.

There are many topics that are addressed at these meetings. These topics come to the attention of the Committee through your representatives from the work locations, the WANTE office, e-mails, questions from the membership and meetings with the School Division.

The Liaison Representatives play a very important role in communication from the work locations to the WANTE Office and back to the membership. If you are the Liaison Rep for your location please try to attend the meetings. If you cannot make it, please let the office know of your absence. The minutes of the meetings will be posted on the WANTE website. One copy should be printed and placed in the WANTE blue binders for the membership.

The Liaison Committee would welcome any questions from the membership, which can be made by your Reps in the workplace or sent to Luis at vicepres@wante.org or the WANTE office wante@wante.org

Our next meeting will take place on Thursday April 10th at the Admin. Bldg. #2. We will be introducing the candidates for Executive and Council for the next school year 2014-2015. The Agenda will be posted on the WANTE website in late March. Please try to print a copy as there will only be limited copies available at the meeting.

Luis Tome, Vice-President and Chair, Liaison Committee

T4's are available for print through Employee Connect.

For those members who have NOT requested the Web print option, hard copies of your T4 have been sent to your work location. Please check your mailbox.

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In Memory of:



On December 10, 2013 - **Nelli Justine Dumas**, Retired Education Assistant, a member of our staff for 12 years.

CONGRATULATIONS!!

The Manitoba Council for Exceptional Children (MCEC) awards an Educational Assistant of the Year Award to Educational Assistants who have demonstrated exemplary performance over a period of time, have exhibited the ability to inspire and support children and youth with exceptional needs.

W.A.N.T.E. is pleased to congratulate 3 of our members for receiving Educational Assistant of the Year award. Congratulations to **Lindsay Cook, Monica Flett** and **Marie L'Anglais!**

- **Lindsay Cook** has been working in the Winnipeg School Division for twenty-one years.
- **Monica Flett** has been working in the Winnipeg School Division for twenty years.
- **Marie L'Anglais** has been working in the Winnipeg School Division for seven years.

**Way to go Lindsay, Monica & Marie!!
We are very proud of you.**

W.A.N.T.E. Nominations

Thank you to those members who put their names forward to stand for nomination for the 2014/2015 WANTE Executive and Council.

The Notice of Election with the final slate of candidates with their profiles will be sent to the workplaces on **Friday, April 11, 2014.**

Keep in mind the following dates:

Thursday, May 1	Ballots will be sent out to the membership
Wednesday, May 21	Deadline for ballots to be returned to the WANTE office
Wednesday, May 28	Annual General Meeting at Admin Bldg. #2 - the results of the ballots will be reported.

I hope to see all nominees at the Liaison meeting on April 10 to introduce you to the Liaison members.

*Cynthia Hornstein,
Chair, Nominating Committee*

Labour Ed Committee

On February 5, 2014, the Labour Ed Committee hosted our 1st Labour Ed workshop of the year and what a huge success it was with 82 members in attendance! Paul Fust, Senior Consultant with Investors Group presented “Creating Your Retirement Paycheque for Those 1 - 15 Years from Retirement”.

Paul discussed recent changes to Canada Pension Plan & Old Age Security, Pension Income Splitting, Sources of Pension Income and strategies to reduce taxes during retirement.

It was a great session and Paul will be back on at the end of April for another session.

In The Works...

Tuesday, March 25, 2014 - “**Change Management for Your Life**” with Wendy Hofferd. Wendy will help us to discover what our coping skills are and how we are going to deal with change when it comes. (See page 8 for complete information and Registration form.)

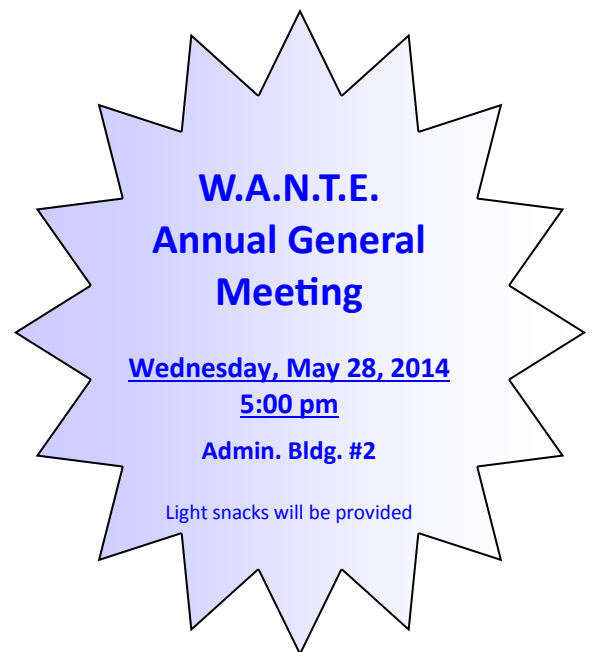
Thursday, April 24, 2014 - Paul Fust from Investors Group will be back. Topic to be determined.

Tuesday, May 13, 2014 - “**Interview Skills**” with Barb Morrison and Pam Elliott.

If you have any suggestions for workshops you would like to see offered to our members, please speak to any member of the Labour Ed Committee: Kelly Bowen, Maria Carreira, Denise Hanlan, Naomi Johnson, Carla Paul, Michelle Short, Tricia Wiebe and Pam Elliott, Chairperson or contact the WANTE office at 204 953-0250.

2013/2014 Important Dates

Friday, March 14, 2014	Non-Instructional Day
Mon, March 31 - Fri, April 4, 2014	Spring Break
Thursday, April 10, 2014	Liaison Meeting at Admin. #2
Friday, April 25, 2014	Non-Instructional Day
Monday, May 12, 2014	Non-Instructional Day
*NEW DATE Thursday, June 5, 2014	Liaison Appreciation Dinner
Friday, June 27, 2014	Last Teaching Day



In additional 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.

FREQUENTLY ASKED QUESTIONS

*Many calls come into the office and some are more common than others.
We wanted to share some of the more common questions*

Q: I called in and reported my absence as an Emergency / Family Illness for one day and needed the second day so I used a Sick day. Now the Division is asking for a Doctor Note, can they do that?

A: Yes, they can and they are asking for Dr. notes for various reasons. An Emergency / Family Illness is supposed to be one day only and you are not to extend that leave by attaching another leave to it. Since Emergency/Family Illness is not the member being ill the division will question the next day that you report that you are ill.

Q: When I take a bereavement leave what am I allowed for the funeral?

A: Bereavement leaves of 3 or 5 days does include the day for the funeral.

Q: If I have a death in my family can I delay taking my bereavement leave a week, a month etc.?

A: Bereavement leave must be taken immediately following the death.

Q: As an Educational Assistant with bus duty, is part of my responsibility to ensure the students are fastened in or can I operate the lift?

A: An EA that has assigned bus duty is not to operate the lift or fasten seat belts. That is the driver's responsibility.

Q: When must I provide a Doctor's note if I am away?

*A: Once you have been away more than 3 days ill you must return to work with a Doctor's note. If you have been away for an extended illness such as surgery or a serious injury or ailment you **MUST** provide Human Resources and your school with a Doctor's note **prior** to your return. The note should state that you are returning to work with **NO RESTRICTIONS** or itemize the restrictions of your return. If any accommodations need to be made for you they will need to be made **prior** to your return.*

** If your absenteeism is deemed excessive by the Division, you may be asked to provide a doctor's note for each and every absence regardless of length of absence. The Division is within their management rights to do so.*

Q: If I don't use my Discretionary Day this year can I carry it over to the next year?

*A: If you don't use your Discretionary Day each year you lose it. **USE IT** as it is a day off with pay!!!*

Q: When I am going to be away from my work location I have been asked to call my supervisor and advise them. Do I need to do that?

A: When you are away you need to report your absence on AESOP only. You don't need to find your own sub or notify anyone at the work location. It is up to them to check AESOP for a list of who is away each day. If you do notify anyone at the work site it is strictly a courtesy you are paying them not a requirement.

Q: If I am going to camp do I get paid extra?

A: You are paid for a maximum 12 hours per day (after 7.25 it is at time and half) the day you go to camp, the days you are there, but paid your regular hours the day of the return.

Q: What do I get for breaks?

A: Coffee breaks? Are you taking them? If you are scheduled to work 3 or more hours you are entitled to one-15 minute coffee break and if you are scheduled to work 6 or more hours you are entitled to two-15 minute coffee breaks. TAKE THEM!!! If you are scheduled to work 5 or more hours in a day you are entitled to minimum a 30 minute unpaid lunch break. Coffee breaks are paid breaks and lunch breaks are unpaid.

Q: I try and save my sick time for when my children are sick, is that OK?

A: Sick time is for when you the member is sick. You should not be using sick time for when your family is ill. That would be EMERGENCY/FAMILY ILLNESS.

Q: My principal met with me about my excessive sick time. I am not sick so much but I do have an ongoing medical condition that I see my doctor once every 2 weeks. Shouldn't he realize I am not off sick?

A: There is an absence code Medical/Dental that should be used when you are taking time off for an appt. that can't be scheduled outside your work time. The time is still deducted from your sick time but it is distinguished then as an appt rather than just SICK.

Q: Do you know that you should be advising the W.A.N.T.E. office if your phone number or address changes?

A: We do not receive this information from WSD.

Q: Can I use GRAD absence to attend my grandson's graduation?

A: Grad is for your immediate family not grandchildren.

Q: If I am asked to mop up a spill on the floor should I be doing that?

A: No, you should be calling your custodian.

**FOR MORE DETAILED INFORMATION CHECK YOUR COLLECTIVE AGREEMENT
AVAILABLE ON THE WANTE WEBSITE
OR CALL THE W.A.N.T.E. OFFICE at 204-953-0250**

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.



Prove-It

I wanted to write the Prove-It test for two reasons – to see if I could pass and to be able to tell others thinking about doing the test what to expect.

You write the test at head office in the waiting area of the Human Resources Department. They have a desk and computer set up there. Just like in a school – people will walk through, the phone rings, there are some distractions – but it is still a relaxed atmosphere and there isn't anyone watching over your shoulder. They will set you up, give you a bit of guidance on what to expect, give you an opportunity to ask questions and you can stop at any time to take a break or ask a question.

The test is broken up into three parts. You answer 55 questions on Microsoft Word and 55 questions on Microsoft Excel and then you do a 5 minute typing test. There is also Publisher & Powerpoint and they can be added on depending on the job you are applying for. I only did the Word & Excel. For each question – the screen looks just like Word or Excel would look on your computer – but there is a little box underneath where the current question is listed. When you are done each task a little window pops up to ask if you are happy with the answer or the task you just performed or if you'd like to try that one again! At the end of each section you are asked to send the results to print but don't worry – if you hit the wrong button they will print them for you when you are finished all three sections.

Each individual question is levelled – Basic, Intermediate or Advanced. You don't know which is which and they are not in any order – but when you get the printout at the end it shows the questions number, whether you got it correct or not, what the topic was (cutting/pasting, find/replace, table style, readability statistics, using functions, merge, etc.), what type of question it was (general, formatting and editing, insert

tools, page layout, etc.), what level it was (basic, intermediate or advanced) and the time it took you to answer that one question (I went anywhere from 1 second to 6 minutes). You get to keep this printout so that you can see what areas you need to work on if you need to go back to re-write.

For the typing test you have four paragraphs on the screen and you type in the textbox. If you type all four paragraphs before the time is up you just go back to the beginning and start with the first paragraph again! Don't just stop typing – the screen will change when the five minutes is up and your results will be displayed. One interesting thing – did you all know that it is now wrong to have two spaces after a period at the end of a sentence!!! It is just one space now!

For anyone preparing to write this test – I would just recommend going on YouTube and checking out some videos – there are some great ones out there that are tutorials for Word and Excel. If you feel you need more extensive training go to the W.A.N.T.E. Website and try some of the On-Line Training. Office is included on there. Also, try a few timed typing tests online – there are many to choose from – just Google “timed typing test”. You will then have an idea of where you are and be less stressed when it comes time to write the test at head office.

I hope this bit of information on the Prove-It test helped alleviate some of your anxiety about the test. Go ahead and write it even if you aren't planning on applying for a different job in the near future – if you pass it will stay on your file as a pass for two years. If you fail – you have the opportunity to brush up on those skills and then go back and write it again without the stress of doing it at a time when you are actually applying for a job.

Oh, and by the way, I did pass!

Carol Gossel
Head Secretary, Churchill High School

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 Office 2010, Telephone Etiquette as well as Health and Safety courses - **all free of charge** to you, our members and their families!

Training is accessed through the WANTE website and 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. All subsequent log ins will require only your email address and the WANTE password: WANTE

We 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

W.A.N.T.E.

LABOUR EDUCATION WORKSHOP

Change Management for Your Life

**What would you do if your life changed today? Would you fight it?
Or would you welcome change with open arms?**

Change happens to all of us, wanted or not, and it's how we handle those changes that will determine what kind of life we will create.

As someone who hasn't always accepted change easily, Wendy will walk you through how she has faced and conquered the uncomfortable acceptance of change to reach her dreams, inspire others, and create the life she has always wanted. Through her motivational stories, she will share with you the tips and tools she uses to transfer opportunities of change into success.

This workshop will help you to discover:

- What your coping skills are when change comes at you
- The four ways people deal with change
- It's not IF change comes but WHEN, and how are you going to deal with it.



This workshop will provide you the tips and tools to transfer opportunities of change into success.

Tuesday, March 25, 2014

5:00 pm - 7:00 pm

Room 106, Administration Building #2

Presented by: Wendy Hofford, Leadership Trainer & Consultant

A light snack and refreshments will be served from 4:30 - 5:00 pm.

Please complete and return to: W.A.N.T.E. office by Friday, March 14, 2014



YES, I would like to attend the "Change Management for Your Life" workshop being held on **Tuesday, March 25, 2014** in Room 106, Administration Building #2.

I will only be notified if the workshop is full.

Name: _____
(Please Print)

Workplace: _____

Signature: _____

Email Address: _____