

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

MINUTES Thursday, October 6, 2011 4:45 PM Administration Building No. 2 Room 106

1. **CALL TO ORDER**
 - Meeting was called to order at 4:50 pm by Barb Morrison, Liaison Chairperson.
2. **APPROVAL OF MINUTES**
 - Minutes of May 12th, 2011 were approved as corrected and placed on file. Minutes will be posted on the website
3. **INTRODUCTIONS OF EXECUTIVE AND COUNCIL MEMBERS – GALE HLADIK**
 - Executive and Council Members were introduced to all Liaison Representatives.
4. **CHANGES TO LIAISON REPS AND POSTING OF AGENDAS – BARB MORRISON**
 - Agendas will be posted on WANTE website approximately 1 week prior to the meeting.
 - Should a member forget or is not able to print an agenda, there will be some available at the meeting.
 - If someone would like to add something to the agenda, please notify WANTE office at least 10 days prior to the meeting.
 - There will be ONE MAIN contact at each work location. The other members will be alternates and can help the main contact with whatever they need. The Main contact will receive all information from WANTE.
 - Please notify secretary at your work location who the alternate Liaison Rep is for distribution of WANTE mail if you are absent.
5. **OPEN HOUSE AT WANTE'S NEW OFFICE – GALE HLADIK**
 - WANTE moved into their new office on August 29th, 2011.
 - An Open House is in the works.
 - Date will be included in the November newsletter.
6. **DISCRETIONARY DAY – BARB MORRISON**
 - Day could be added to a long weekend.
 - Day could not be attached to any break (winter, summer, spring)
 - Term employees are entitled to a discretionary day.
 - Use it or loose it... entitled to one day a school year.
7. **CLARIFICATION OF EAAD AND PD – BARB MORRISON**
 - EAAD – 2-3 school days that are available during the school year.
 - Administrators can assign / designate the days or leave it up to the EA to decide.
 - CPR/ First Aid / Non- Violent – are mandatory workshops for EA C's and D's and are NOT reported as a EAAD by the clerk. They are reported as DVIN by the employee.
 - If attending First Aid / CPR on October 21st and you are an EA C or D then it's considered a PD day and the employee reports themselves as absent code 21 - DVIN.
 - EAB's attending First Aid would be considered EAAD – not mandatory workshop for EAB's
8. **PERMANENT HOURS VS. TERM ADDITIONAL HOURS – PAM ELLIOTT**
 - Difference between permanent time and additional hours.
 - Permanent hours follow you wherever you go.
 - If there are placement cuts in work locations then an employee could go to a different work location to continue their permanent hours.
 - Additional hours expire at the end of the term (end of June).
 - All terms expire at the end of June.

- EA's working in vacancies in work locations continue to fill out blue sheets until they get their letter of confirmation from Human Resources.
- Members working with permanent hours and then have additional hours not the same level as their permanent hours are paid on two separate payrolls until those hours are assigned and appear on the preprinted timesheets.
- Members that have been on terms for more than 2 years are asked to call the WANTE office or send a note to the office – President is taking note of how many members are in this situation for the next round of negotiations.
- When the postings come out members could apply and if short listed they get an interview.
- All permanent positions need to be posted.
- All vacancies after November do not have to be posted and can be filled until June 30th with a term.
- President will look into the situation of vacancies being filled by subs when they should have been posted positions.
- No substitute EA's should be in a work location on the first administration day if the job on SFE indicates that the start date is the day the students return to school.
- Substitutes are not entitled to sick time, they are not part of WANTE collective.
- All Administrators are told by their Superintendent not to call in SUBSTITUTES (potential Term employees) for the first day of school (administration day).
- Substitutes do not get sick days.
- Substitutes get stat pay percentage on every cheque. The code you will see on your paystub is CASSTA

9. **COFFEE AND LUNCH BREAKS – BARB MORRISON**

- In our collective agreement 10.09 states –“*An employee who works three (3) or more hours in a day shall be entitled to one (1) paid rest period of fifteen (15) minutes while an employee who works six (6) or more hours in a day shall be entitled to two (2) such rest periods*”.
- 3 hours entitles you to a break
- 2.5 hours does not entitle you to a break
- Labour Law supports the break entitlements.
- Some work locations are asking members to take their break the first 15 minutes of their work day... anyone having this issue is asked to call WANTE (should they wish) and give their name and work location and President will look into the situation.
- If a member works through their coffee break that doesn't entitle the member to leave earlier to compensate the missed break time.
- If a break is interrupted by a fire drill or any other drill, would the members be compensated for their interrupted time? It depends on the time of day, most administrators try to schedule the drills towards a break or end of day.
- If on a break and a fire drill happens and you are outside you are not obligated to any duties.

10. **SUPERVISION – GALE HLADIK**

- Some members feel like their being monitored / supervised by co-workers.
- If Administration asks a WANTE member to do supervision, please call the WANTE office and let the President know.
- We should be treating everyone fairly and respectfully.

11. **USING EMPLOYEE CONNECT – BARB MORRISON**

- All workshops – SAG, clerical PD, Flu shots... you must register through employee connect.
- NVCI – also apply / register through employee connect.
- It's every employees responsibility to make sure their certificates are up to date.
- NO more short leaves needed for NVCI or clerical PD.
 - a) SSCP
 - b) Flu Shots
 - c) Support Staff PD
- All of the above workshops are found on employee connect and WANTE members should apply / register through that system.

12. **REPORTING YOUR ABSENCES ON SFE – GALE HLADIK**

- Always report your absence if you will be away.
- Don't forget to record the job number.
- If not reporting, WSD could turn around and say that you've abandoned your position and that you don't want to work.
- Some members have an "email recording" attached to all their absence reporting and therefore should receive an email notification after they report their absence.
- Members could still phone in their absences.
- Members DO NOT enter the NOCL or EAAD days, it needs to be entered by the clerk.

13. USE OF EMAIL AND FACEBOOK – GALE HLADIK

- Please be careful with emails and what is posted on Facebook.
- Please DO NOT post negative comments about your job or co-workers on Facebook
- WSD does not take this type of behavior likely.

14. WORKPLACE HEALTH & SAFETY COMMITTEE – GALE HLADIK

- A memo was sent to all work locations from Pierre Dufaul in regards to holding the WPH&S committee meetings during work hours.
- There should be no committee meeting during lunch hour or after school. Should this be the case then WSD will compensate you for your time.
- If meetings are held during the work day then it's just part of your work day.
- Any mandatory meeting means MANDATORY, and it will be held during the members regular work day hours.

15. MANITOBA PUBLIC SCHOOL EMPLOYEE GROUP LIFE INSURANCE PLAN – GALE HLADIK

- This is posted on the WANTE website.
- There will be an open enrollment opportunity for members to buy increased coverage on their Group Life insurance.
- Members will be able to increase by 200% with no medical certificate needed.
- Once a member retires coverage ends.
- If on disability during the time of the open enrolment then the member will not be able to increase their coverage.
- All members are in the plan.
- A medical note will be required to increase over 200%.

16. ANNUAL DINNER – OCTOBER 27/2011 – MARIA CARREIRA / SCOTT GOLLAN

- The Annual Dinner will be held at the Norwood Hotel.
- Tickets available at the WANTE office; \$15.00 per ticket.
- There are 47 retirees.

17. IDEAS OR SUGGESTIONS FOR LIAISON MEETINGS – BARB MORRISON

- If anyone has any suggestions or ideas for the Liaison meetings please contact Barb Morrison via email at vicepres@wante.org or call the WANTE office

18. OPEN SESSION

Question: Can bussing be included as part of regular hours?

Answer: WANTE and the Division are in discussions re bussing.

Question: There's an EA that goes outside with a patrol (whom can't be outside unsupervised), EA is outside 1.5 hours per day, which extends their work hours. Should EA keep track of time and how will EA get paid for this extra time?

Answer: EA should approach the Administrator and ask about extra duty hours.

Question: Are there Limits on SAG workshops?

Answer: Yes, Human Resources and Presenter establish number of possible attending due to space.

Question: How long can an EA supervise a classroom without a teacher present?

Answer: All day as long as a teacher is available in the building.

Question: Can EA's teach if in a classroom without a teacher present for approximately a 90 minute time slot?

Answer: Teacher should leave direction. EA should just supervise the classroom / students.

19. REMINDER OF NEXT MEETING – December 8th, 2011

20. MEETING ADJOURNED – 6:10 pm