



NEWSLETTER

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WORKING FOR YOU

March 2011
Editor: Dianne Drummond

CALL FOR NOMINATIONS FOR THE 2011-2012 TERM (Council) FOR THE 2011-2013 TERM (Executive)

The Nominating Committee is calling for nominations for Council and Executive. The Nominating Committee Members are: ***Bruce Zilkowsky (Chair), Kathleen Coe, Maria Carreira, Angie Kelsch, Lesley Meese, Renée Griffith and Cynthia Hornstein.*** If you are interested in running for a position complete the form on Page 9.

Becoming an elected representative of the Association will provide you with the opportunity to assist the members and to work with a group of hard working, supportive people who will soon become a group of trusted friends.

Who Can be a Member of Council?

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

Who Can be a Member of Executive?

Any member employed in a permanent position within our bargaining unit and is a member in good standing may submit their name for nomination. To run for the office of President the member must have served as member of the Executive for two years and be a current officer of the Executive. To run for the office of Vice President the member must have served on Council for two consecutive years.

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 for two and a half to three hours. 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.

What do I Get Out of It?

You will play an important role in the operation of the Association and contribute to meeting the objectives of the Association. You will represent the members and assist them in their working environment and with their successful employment.

If you would like to speak with one of our elected representatives please contact the office at 953-0250.

President's Message

Mark your calendars for May 25th and be prepared to attend our Annual General Meeting which will be held at Sargent Park School. This is a very important date, and it is very important that you be there to be part of the decision making. We will also have our results from the elections, so it will be an exciting time. Please see the election information attached, and think about joining the WANTE Executive or Council. We need dedicated individuals that are prepared to work together and make our Association the best it can be. There are two meetings per month for Executive Members and one meeting a month for Council Members. There are also Committees that members serve on; and these Committees meet one to four times a year. Please consider running for a position in our elections.

Our Labour Education Committee has presented two informative workshops, and there are two more that you can sign up for. The application forms are attached. Our next Liaison Meeting is scheduled for Thursday, March 10th. The Labour Education Committee will be presenting the "Know Your Rights" Workshop at this meeting.

With Spring Break just around the corner, I can't believe how fast the school year is going. On behalf of the Association, I wish you a wonderful, well deserved Spring Break.

Day Off in Lieu of Christmas Day 2011 and New Year's Day 2012

Christmas Day, December 25, 2011 and New Years Day January 2, 2012 fall on the weekend. The Division has proposed that Tuesday, December 27, 2011 and January 2, 2012 be declared as days in lieu.

Reminder – Paid Discretionary Leave

Each employee will be entitled to one (1) day paid discretionary leave in each school year. **The leave cannot be deferred into the following year.** The date for such Leave shall be agreed upon between the Superintendent, Department Director or School Principal, as the case may be, and the employee, and may not be adjacent to any holiday period.

Requests must be submitted in writing, (six weeks) in advance on the Division Short Leave Request Form.

In order for an employee to qualify for the discretionary leave day, the employee must have or will likely be employed for more than 120 full or partial consecutive days during the vacation year. Employees who are employed for more than 120 full or partial consecutive days over 2 vacation years shall be entitled to one (1) day.

The vacation year is from July 1st to June 30th and your discretionary day must be taken between those dates. Holiday period refers to the break periods Winter, Spring and Summer. Although the day cannot be attached to a lay off break, it can be attached to a long weekend.

Substitutes are provided to employees who are entitled to a substitute according to the Division's Guideline for Provision of Substitutes. All Liaison Representatives should have a copy of this or you could check with your supervisor.

Your discretionary day can be used on a no class day.

Attending a Graduation?

Excerpt from The Winnipeg School Division Policy Manual

University or Community College Convocation:

- own Allow one (1) day in town; excess at minimum rate.
- immediate family Allow one (1) day; excess at full salary.

Graduation (High School)

- immediate family Allow up to one day.

Reminder – Breaks

Breaks are important and you are entitled to yours!

Collective Agreement – 10.09

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 a day shall be entitled to two (2) such rest periods.

Collective Agreement – 10.10

An employee who works five (5) or more hours a day shall be entitled to receive a minimum of one-half (1/2) hour unpaid lunch break.



On Friday, February 4th Barbara Morrison and I met with members at Gordon Bell High School over lunch. It was their Professional Development Day and everyone seemed to be enjoying the well planned event.

Thank you so much for letting us be part of it! We really enjoyed the opportunity.

Gale Hladik, President

 **The Winnipeg School Division has posted the following information on their website and school calendars:**

Please Note:

Starting in the school year 2011-12 the Province of Manitoba is requiring that each year school divisions establish common closure dates for eight of the ten non-instructional days. The Province has advised all the school divisions in the City of Winnipeg that five of these days must be common across the City.

These dates have been determined as:

- September 6, 2011
- October 21, 2011
- February 3, 2012
- March 16, 2012
- April 20, 2012

In addition, three more days must be common across the Winnipeg School Division. These dates have been determined as:

- September 26, 2011
- November 25, 2011
- May 14, 2012

The remaining two days are to be used at the discretion of the school with the reminder that parents and communities must be notified well in advance.

School inservices and calendars

Schools within the Division provide a calendar that outlines inservices and activities at their school. Visit the [Schools](#) directory and select your school.

DID YOU KNOW YOU CAN SUBMIT YOUR HEALTH CLAIMS ONLINE?

This feature was added to your health benefit a few years ago. You no longer have to “snail mail” your claims to Manulife for repayment. This process will enable you to receive your reimbursement from Manulife a little quicker - between 3 and 5 days turnaround. This is different from our Drug Card, so if you have costs for example Physiotherapy you can make the submission on line and have your money directly deposited to your bank account.

Follow the instructions below and see how easy it is.

- Go to the Manulife site at www.manulife.ca
- Click Log in under Group Benefits
- **Step 1:** Select as a Plan member
- **Step 2:** You will need your contract number from your Health Benefits card
- Click on Log In on the left side or Register if you have not yet registered on line.
Fill in your contract number, member certificate and your password that you would have created and click on the SUBMIT button.
- On the left hand side of the screen you will see a link to “Direct Deposit for Claims”.
- Click on the link and fill in your banking information and click on “Submit”.
- Once logged in or you have set up a log in and have set up your direct deposit go to the left side go to “Submit Claim” under the CLAIMS heading.
- **Step 1:** You MUST confirm / update your information.
- **Step 2:** Read the Terms and Conditions and click on “I Agree”
- **Step 3:** Click on the appropriate radio button that is the Health coverage you are submitting a claim.
- Click Next
- **Step 4:** Fill in the information on your physician. (You will only have to do this once, the next time you file a claim you will only have to click on the radio button by the name of the medical personnel you have already set up.
- **Step 5:** Select the member of your family you are submitting the claim for.
- There is a question to answer about additional coverage to answer at the bottom. If you have another insurance company that you submit claims to you will have to fill in that information.
- **Step 6:** Fill in the service date, type of expense, length of visit and amount paid.
- Click Next
- **Step 7:** Consent Authorization. Read over the consent and then click on “I agree and submit claim” Button.
- **Step 8:** Confirmation number that your claim has been processed. You should keep the number for reference.

Manulife Wellness Site

Once you are logged into the benefits site, click on Health eLinks and access information of your choice.

CLARIFICATION re Education Assistant Administration Days

An EAAD is an Educational Assistant Administration Day. These are the allotted 2 or 3 days an EA is allowed to use to attend a Professional Development (PD) day on one of the 10 school closure days during the school year.

An NOCL is a no class day which an EA would not be paid for.

A DVIN is the absence code used when an employee attends a Professional Development when classes are in session.

There was some confusion by the article "Non Mandatory Professional Development" in the January newsletter and we are hoping this explanation will make it clearer.

- If the school is closed and the EA's are attending the PD they are reported as EAAD. This would be entered directly into CIMS by the school clerk.
- If the EA chooses not to attend the PD then they are reported as NOCL. This would be entered directly into CIMS by the school clerk.
- If an EA's intention for that school closure was to attend the PD at the school and then gets up in the morning and is sick they have the 2 options:
 1. The EA would enter into SFE that they will be away SICK. Remember to select "NO SUBSTITUTE REQUIRED". The school clerk will see the EA has reported themselves as SICK and the clerk will leave the EAAD also reported in CIMS for that day. The EA will be paid out of their sick time hours and they also will lose that EAAD.

The EA is reported as working as a replacement as EAAD so the EAAD day is tracked in CIMS and then they are reported as SICK as an employee in SFE which will upload to CIMS and their sick time is then deducted.

2. If the EA doesn't want to lose the EAAD they would call the school and advise the clerk that they are home sick and therefore will not be attending the PD. They DO NOT want to use their EAAD. The school clerk would then change their EAAD to NOCL in CIMS.

This only applies when an EA is using an EAAD.

If an EA is scheduled to attend a PD (attending a PD when their classroom is open) and in the morning they are sick. They would cancel their DVIN absence and report themselves as SICK. They would be paid as if it was a regular SICK Day.

** When attending a professional development, administration or in-service day you will be paid your regular assigned hours for the day. If you are scheduled to attend for only part of a day, you will be paid the hours you attended. Ensure your school clerk is aware of the times of the PD.

If you are and EA C or D and attending one of the MANDATORY workshops, i.e., CPR/FIRST AID, NVCI, Injury Prevention, these workshops are reported as DVIN. You do not use one of your EAAD. At any of these mandatory workshops if the workshops exceed your regular hours you are to advise your school clerk that you were there past your regular hours and you will be paid for those extra hours as Extra duties.

New Health Benefits Rates:

Active Employees

(Rates reflect premium payment over 10 months)

Effective **April 1, 2011**, the Manulife Extended Health Care premiums will increase to \$33.23 for **Single Coverage** and \$74.09 for **Family Coverage**.

Change to Coverage – Professional Services

Psychologist **and/or Social Worker** (credentialed to Manulife's satisfaction) - \$350.00 per calendar year(s) combined maximum for both practitioners. Previously only a Psychologist was covered.

MANULIFE INFORMATION

Life Events for Enrollment Status Change

An employee who had waived coverage initially is eligible to join the plan upon:

- Common-law after 1 year cohabitation
- Marriage (marriage is not considered a life event if you have been in a common-law relationship for more than 1 year)
- Legal separation
- Divorce
- Birth, legal guardianship or adoption of the first eligible child
- Death of a spouse or dependent child
- Termination of a common-law relationship

Involuntary loss of coverage under spouse's benefit plan (example – job loss). The loss of coverage due to a spouse's retirement is considered to be voluntary withdrawal and therefore **is not** considered a life event.

Note: you must enroll within 90 days of the above noted events; coverage will be effective from the date of the life event.

Extended Health Care

Members who enrolled in the Extended Health Care Plan prior to 2003 would have to be enrolled for more than one year prior to retirement to continue with extended health care benefits.

Members who enrolled in the extended health care plan after 2003 would have to be enrolled for more than five years prior to retirement to continue with extended health care benefits.

Dental Plan

The Dental Plan **is not** available to members when they retire.

If you wish to enroll in the dental plan with a life event, you may do so providing you enroll within 90 days. **Coverage is effective the date of the life event.**

Deductions are taken over a 10 month period from September to June which gives you 12 months of coverage.

FILING FOR EMPLOYMENT INSURANCE

Apply on the Internet the day following the last day of work at: www.canada.gc.ca

Click on Apply for Insurance link.

If you do not have access to the internet, you may report to a Human Resources Centre **after your last day of work.**

You will be asked to fill out an application form if as you were starting a new claim. Be prepared with all your information.

Please note that regardless of which option you select, your last Record of Employment will be electronically submitted to HRSDC. You are responsible for submitting any other ROE's you have in your possession.

A reference code is not necessary for Spring Break filing.

It can take up to 28 days to reactive or process a claim.

Employment Insurance claims are automatically processed by their system if all the information is correct on your application. Here are a few recommendations from Employment Insurance to ensure you complete your application accurately.

- ◆ You should have a pay statement handy when filling out your application as you will be asked what your earnings were in your last week of work.
- ◆ If you have received Worker Compensation or Wage Loss Insurance benefits at any time during the year you should report the dates and weekly amount received.

Employment Insurance is advising members to report information accurately as these errors can cause a delay in the processing of claims. You can check the last claim you filed by going to Service Canada WEB Site, and go to Access My Service Canada Account (link). If you would like to change your claim you must contact the 1-800-206-7218 to speak with an agent.



Failing to apply in a timely manner can result in a loss of benefits (four weeks from the last day worked).

VuBiz

(See On-Line Training on WANTE Website @ www.wante.org)

Check out some of the courses offered thru WANTE and VuBiz:

- ◆ Telephone Etiquette
- ◆ Office 2003
- ◆ Conflict Management
- ◆ Developing your Career Plan
- ◆ Enhancing your Speaking Skills

These are just to name a few of the over 1000 courses offered online to members and their families.

LABOUR EDUCATION NEWS

Hello, to all WANTE members. We have an exciting end of the year filled with seminars. In April we have "Gang Awareness" with Gary Sova, and in May we have a "Pension and Benefits" seminar with Peter Gruening. The Labour Education Committee has worked very hard this year so far to bring you seminars like "Know Your Rights" and "Interview Skills" which were both well attended. A big pat on the back goes to the Committee. This would not be possible without their hard work and dedication to the membership.

Scott Gollan

Labour Education Chair

VOTING PROCEDURES

VOTING FOR ELECTION OF OFFICERS

The ballots for the election of officers of the Executive and the appropriate ballots for individual classifications for the election of Council members will be sent by Division courier to all eligible voting members at their work locations. Members will be provided with a self-addressed envelope for the return of ballots to the Chairperson of the Nominating Committee.

All ballots will be counted by the Tellers Committee and the election results will be presented at the Annual General Meeting.

Voting to decide issues other than the election of officers shall be conducted at the General Meeting as stated in our Constitutions and By-Laws.

ANNUAL MEETING and ELECTION OF OFFICERS

May 25, 2011

5:00 p.m.

Sargent Park School (Multipurpose Room)

The following Executive(2011-2013) and Council (2011-2012) positions are open for the May 2011 elections.

Vice President

Treasurer

Members-at-Large (2)

Computer/Library Technical Assistants

Educational Assistant A & B (2)

Educational Assistant C (2)

Educational Assistant D (2)

Elementary Schools Clerk

Junior/Senior High Schools Clerk

Non-School Sites Clerk

Note: Nominations will close Friday, April 29, 2011
Nominations will not be accepted from the floor

If anyone is interested in running for one of the above positions, complete the form below. If you need further information, please contact the Nominating Chairperson. Please give careful consideration to letting your name stand for one of the above mentioned positions.

Return to: Bruce Zilkowsky, Nominating Chairperson
PC ERC (on or before Friday, April 29, 2011)

Name: _____

Position: _____

Workplace: _____

Phone No.: _____

Home Address: _____

Phone No.: _____

I am willing to let my name stand for the position of:

Signature: _____

Date: _____



W.A.N.T.E.



LABOUR EDUCATION WORKSHOP

“GANG AWARENESS”

PRESENTED BY GARY SOVA

MONDAY, APRIL 25TH, 2011

5:00 – 7:00 P.M

ADMINISTRATION BUILDING. No. 2

ROOM 106

PLEASE COMPLETE AND RETURN TO: W.A.N.T.E. OFFICE (NO LATER THAN FRIDAY, APRIL 15TH, 2011)

YES, I WOULD LIKE TO ATTEND “GANG AWARENESS” HELD ON, APRIL 25TH, 2011
(ADMINISTRATION BUILDING No. 2 – ROOM 106)

NAME: _____

WORKPLACE: _____

SIGNATURE: _____

REGISTRATION IS LIMITED—FIRST COME FIRST SERVED. ONCE YOU ARE REGISTERED YOU ARE AUTOMATICALLY CONFIRMED FOR THE WORKSHOP. IF THE WORKSHOP IS FULL THE W.A.N.T.E. OFFICE WILL NOTIFY YOU. AFTER REGISTRATION DEADLINE PLEASE CALL THE OFFICE AT 953-0250.



W.A.N.T.E.



“PENSION WORKSHOP”

PRESENTED BY PETER GRUENING

TUESDAY, MAY 17TH, 2011

5:00 – 7:00 P.M

ADMINISTRATION BUILDING No. 2

ROOM 106

PLEASE COMPLETE AND RETURN TO: W.A.N.T.E. OFFICE (NO LATER THAN **FRIDAY, APRIL 15TH, 2011**)

YES, I WOULD LIKE TO ATTEND “PENSION WORKSHOP” HELD ON , MAY 17TH, 2011
(ADMINISTRATION BUILDING No. 2 – ROOM 106)

NAME: _____

WORKPLACE: _____

SIGNATURE: _____

REGISTRATION IS LIMITED - FIRST COME FIRST SERVED. ONCE YOU ARE REGISTERED YOU ARE AUTOMATICALLY CONFIRMED FOR THE WORKSHOP. IF THE WORKSHOP IS FULL THE W.A.N.T.E. OFFICE WILL NOTIFY YOU. REGISTRATION AFTER THE DEADLINE DATE WILL NOT GUARANTEE A PENSION PRINT-OUT.



SOCIAL CORNER

The Social Committee is considering a Golf Tournament in May, 2011 and we would like to hear from the members regarding this event. The Tournament is open to all level of Golfers, whether you're a Beginner or Pro. It is meant to be a fun event for Members.

How much would you be willing to pay to attend this event? _____

Would you need to rent Golf Clubs (Circle one) *Yes* *No*

Are you interested in the event being held:

After Work *Yes* *No*

On the Weekend *Yes* *No*

Would you like the tournament to be:

9 holes of Golf *Yes* *No*

Texas Hold'em *Yes* *No*

Any comments or suggestions:

Please return to WANTE Office on or before Friday, April 8th, 2011

