

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

## W.A.N.T.E Liaison Minutes Thursday, October 9<sup>th</sup>, 2014 4:45pm – Administration Building – Room 106

### Present:

|                        |                                       |                      |                           |
|------------------------|---------------------------------------|----------------------|---------------------------|
| Carrie Logan           | <i>Admin. Bldg. #2 – Info Systems</i> | Carolyn Derochielotz | <i>Luxton</i>             |
| Darlene Neal           | <i>Adolescent Parent Centre</i>       | Catherine Sproat     | <i>MATC</i>               |
| Heather Verhoef        | <i>Adult EAL Centre</i>               | Darlene Rhodes       | <i>Meadows West</i>       |
| Gail Barker            | <i>Ashland DLC/WANTE</i>              | Marie Rouble         | <i>Montcalm</i>           |
| Bruce Zilkowsky        | <i>AV Department, PC-ERC</i>          | Tami Forbister       | <i>Mulvey</i>             |
| Rosa Loconte           | <i>Carpathia</i>                      | Michelle Short       | <i>Mulvey/WANTE</i>       |
| Maureen MacCoy         | <i>Carpathia</i>                      | Sandra Eichwalder    | <i>Norquay</i>            |
| Su Seneshen            | <i>Churchill</i>                      | Candace Iwasienko    | <i>Prairie Rose</i>       |
| Michelle Younger       | <i>Clifton</i>                        | Maria Mazur          | <i>Prairie Rose</i>       |
| Gina McDonald          | <i>Clifton</i>                        | Mary Schmidt         | <i>Principal Sparling</i> |
| Rosina Gordon          | <i>CTP - Isaac Newton</i>             | Norma Roulston       | <i>River Elm</i>          |
| Melissa Wiess          | <i>Daniel McIntyre/WANTE</i>          | Jenny Lester         | <i>River Elm</i>          |
| Ben Lacroix            | <i>École secondaire Kelvin</i>        | Ruth Kostiuik        | <i>Riverview</i>          |
| Judi Bastl             | <i>Elmwood</i>                        | Tina Bazilewich      | <i>Robertson</i>          |
| Selma Bielby           | <i>Faraday</i>                        | Debra Kozeluh        | <i>Rockwood</i>           |
| Karen Korzenowsky      | <i>Garden Grove</i>                   | Maria Carreira       | <i>Sacre Coeur/WANTE</i>  |
| Carla Paul             | <i>General Wolfe/WANTE</i>            | Jessica Meurrens     | <i>Sacre Coeur</i>        |
| Marie-Colette Nolan    | <i>George V</i>                       | Carol Seburn         | <i>Sargent Park</i>       |
| Elisa Monteiro-Pillay  | <i>Glenelm</i>                        | Val Isfeld           | <i>Shaughnessy Park</i>   |
| Patti McLean           | <i>Gordon Bell</i>                    | Maureen Bosclair     | <i>Sister MacNamara</i>   |
| Brenda Morgan          | <i>Gordon Bell</i>                    | Maria Melo           | <i>Sister MacNamara</i>   |
| Lenore Carriere        | <i>Grant Park</i>                     | Randy McMurray       | <i>St. John's</i>         |
| Mary-Anne McKillop     | <i>Grant Park</i>                     | Amanda Ferbrache     | <i>Stanley Knowles</i>    |
| Renée Griffith         | <i>Hugh John Macdonald/WANTE</i>      | Martha Brule         | <i>Tec-Voc</i>            |
| Gail Medeiros          | <i>Isaac Brock</i>                    | Irene Costa          | <i>Tyndall Park/WANTE</i> |
| Ashley Gushulak        | <i>Isaac Newton</i>                   | Rosa Messina         | <i>Victoria-Albert</i>    |
| Patty Henderson        | <i>John M. King</i>                   | Allison Baker        | <i>Wellington</i>         |
| Laurelee Hurd          | <i>Kent Road</i>                      |                      |                           |
| Corinne Rudnicki-Smith | <i>Lansdowne</i>                      |                      |                           |
| Bouchra Moustarak      | <i>Laura Secord</i>                   |                      |                           |
| Venus Sta. Brigida     | <i>Laura Secord</i>                   | Barb Morrison        | <i>WANTE</i>              |
| Jackie Jefins          | <i>Lord Roberts</i>                   | Luis Tome            | <i>WANTE</i>              |
| Erika Kupchak          | <i>Lord Roberts</i>                   | Kelly Bowen          | <i>WANTE</i>              |
| Margaret Sloboda       | <i>Lord Roberts</i>                   | Cynthia Hornstein    | <i>WANTE</i>              |
| Marilyn Isaac          | <i>Lord Selkirk</i>                   | Denise Hanlan        | <i>WANTE</i>              |
| Cindy Charlton         | <i>Luxton</i>                         | Tricia Wiebe         | <i>WANTE</i>              |

### 1. Call to Order – Luis Tome

- Meeting was called to order at 4:45pm.
- Thank you all for being Liaison Reps for your school locations.
- If forms not handed in please send them to the WANTE office.
- It is asked that Liaison Reps print out their own agenda from the WANTE website.

2. **Approval of April 10th, 2014 Meeting Minutes**

- Minutes were approved and placed on file.

3. **Allowed Breaks – Luis Tome**

- If you work three (3) hours per day you are entitled to one (1) fifteen (15) minute paid break.
- If you work six (6) hours per day you are entitled to two (2) fifteen (15) minute paid breaks.
- If you work five (5) hours per day you are entitled to one (1) fifteen (15) minute paid break and one (1) unpaid lunch break of a minimum of 30 minutes.
- New collective agreement will have a section (back of agreement - letter of understanding) if not being able to take your breaks (ie. During field trips) - option of taking time or being paid out... good until May 31<sup>st</sup>. Unless other arrangements have been made. Otherwise after May 31<sup>st</sup> time is paid out.
- Breaks are based on total hours worked in the day.
- Some work locations are asking members to take their breaks at the end of the day.... Employer has the right to schedule employee breaks. Breaks can not be used to shorten your workday. Any questions / concerns you are asked to first approach your Administrator. Administrators are to allow employee breaks.
- Employees must remain on the premises during their breaks... as per labour standards.
- Coffee breaks are paid... lunch breaks are own time.
- While on field trips... how does one get reimbursed for their lunch break? - New letter of understanding in collective agreement will take care of that time.
- Time off for banked time is with no sub.
- Employee and supervisor should be keeping documentation of the time.... WSD will put a form together for accurate records.
- Keep track of time yourself.

4. **Introduction of Executive and Council Members – Luis Tome**

- Luis introduced Executive and Council Members for 2014-2015.
- A few members of Executive and Council were absent.

5. **RENEWED - WANTE leave now “Unpaid leave of Absence”**

- Now referred to as the “Unpaid Leave of Absence”.
- If you have 10 years of continuous permanent service ....members will be able to take one (1) week unpaid leave.
- In the past most members that took the WANTE leave only took one week or less.
- Luis read letter of understanding – re: “Unpaid Leave of Absence”.
- Cannot be tied to school breaks unless approved by special circumstances by the Director of Human Resources.
- Apply 6 weeks prior to the Director of Human Resources.
- Once you’ve taken the Unpaid Leave of Absence you must wait five (5) years prior to requesting another Unpaid Leave of Absence from WANTE.
- If last leave was taken 3 years... you’ll have to wait 2 years.
- Substitutes will still be provided if using Unpaid Leave of Absence.
- If you are off on a special circumstance leave then no substitutes are provided.
- Continuous service is years working with no break in service.

6. **Reporting your absences on AESOP – Luis Tome**

- It is each employee’s expectation / duty to report their absence on Aesop.
- Employees have the option to leave notes for the sub on the “notes to sub” box.

- Employees are not required to call the school.
- If absent is for more than 3 days a medical note / certificate will be required.
- After 3 days it is common courtesy to let the school know that you will be away longer than anticipated.
- There have been some difficulties on NOCL days to register for CPR...just register on employee Connect and then the clerk in the office will finalize absence on CIMS.
- No need to enter on Aesop.
- There's now a code for inclement weather... if calling in sick on a bad weather day... 99% likelihood you will be asked to provide a medical note.

**7. WANTE expectations of Liaison Reps – Luis Tome**

- Liaison Reps will be receiving packages at work locations.
- Packages will consist of calendars, roles / responsibilities etc...

**8. Newsletters – Barb Morrison**

- A memo was sent out to work locations in regard to canvassing the membership if they want hard copies mailed out, website etc...
- The consensus is to send hard copies to every member.
- Newsletter will still be posted on the WANTE website.

**9. Open House – October 1<sup>st</sup>, 2014**

- Thank you to those who made it out on October 1<sup>st</sup>.

**10. Annual Dinner – October 16<sup>th</sup>, 2014 – Norwood Hotel – Carol Gossel**

- There are 51 retirees and 28 are attending.
- Tickets are \$20.00 each... it's a nice evening.
- Its WANTE's annual dinner...open to everyone and not just the retirees.
- Total sum of years of service from retirees this year is 1091.
- WANTE gives an honorarium to the retirees as appreciation... WTA does not do it. It's based on years of service.

**11. Changes in the Collective Agreement – Carla Paul**

- Collective Agreement is now completed and signed and now in effect.
- Changes in agreement will be put in red.
- President will post changes on the WANTE website.
- Hard copies will be sent out to Liaison Reps, H. Secretary and Principal.
- Every school will receive 3 copies.
- If members want their own copy they should contact the W.A.N.T.E. office and request one.

**12. Job Postings – Barb Morrison**

- Lois Pare has contacted Administrators with vacancies.
- There will be several vacancies / positions posted.
- Any student with funding past 2016 the position should be posted as permanent.
- "Ongoing" in the terms of employment on the vacancy means "permanent".
- There will still be positions that will remain as terms.... Mat leave, surgery, the Nursery Kindergarten positions etc...

- Anyone that gets put on a term and attends SAGE will be paid.... If taken a sick day, term will be back dated to the day they return from the sick day as the first day of the term.
- There will be approx. 100 people on terms this year.
- 343 permanent positions will be posted.
  - EA A - 14 positions
  - EA B - 31 positions
  - EA C - 196 positions
  - EA D - 96 positions
  - Child Development Lab Assistant - 4 positions
  - Food Coordinator - 2 positions
- Lois has sent out emails to the Administrators regarding which positions will be “true” terms and which positions will be posted as “Ongoing”
- If the term position becomes a permanent position then it will be advertised as a permanent position. All permanent positions need to be advertised.
- Positions will only be advertised on Employee Connect and will be on for 5 days.
- If multiple employees apply for the same position then interviews will take place.
- Make sure you have a resume ready to attach to file when applying for a position.
- Know something about location and program you are applying for.
- NO paper copies will be accepted for any job vacancy.
- If you don’t have a computer to apply, you can go to WSD or the WANTE office to apply.
- Seniority comes into play if candidates have equal qualifications.
- Anyone needing help on creating a resume you may go to the WANTE office for help or search on line for resume samples.
- As per collective agreement all permanent positions must be posted.
- Positions will be up early next week.

## 12. Open Session – 15 minutes

**Q: Staff photo id... why is it necessary to have employee numbers at the back? Badge has full name, employee id and work location... too much personal information.**

A: President will look into this situation at the next WSD Executive Personnel meeting. HR – is working at removing personal employee number off.

**Q: Please clarify what an emergency day....what is an emergency day and how many can a member take?**

A: There’s no select list on what is considered an emergency... HR decides. WSD does not have to pay for all “emergency” issues... if child sick you are allowed 1 day and are expected to make arrangements for the following. WSD will start refusing emergency days after 4. Eric Barnaby signs off on all of the emergency day requests. WSD has refused some emergency days and will refuse if more than 4 days used.

**Q: Staff are not always made aware of lice situations at work locations. Who covers the treatment expense for staff?**

A: Approach WPHS person at work location to bring up concern to administrator and ask what the policy is.

**Q: Should an EA B be required to take out and supervise an EAC funded student for recess?**

A: The individuals attached to the student should be the ones to go out for recess with the students. An EA C should be outside with student... if an EA B is outside and asked to supervise the said student they should be compensated.

**Q: Are EA C 's required to diaper change an infant?**

A: EA C job description states occasionally... if doing it more than occasionally please contact the WANTE office. Anything expected beyond your job description should only be occasionally. If it becomes part of your daily routine, then contact the WANTE office.

**Q: If an EA B is permanent and is asked to cover as an EAC when sub doesn't show up... should the EAB be reimbursed?**

A: Permanent EA B's are paid higher than a substitute EAC's..... employee should be saying NO as they don't have the proper qualifications / training to do EA C position.

**Q: There are some EA's that are on some very long bus runs that run over their scheduled time. Administrators have asked them to document their extra time.**

A: They should let administration know how much extra time they've put in and be paid out on extra time.

**Q: There are some bus drivers that are saying that it's ok for EA's to buckle the students.**

A: NO, bus drivers are trained and told that EA's are not to strap/ buckle any students in or out of the bus.

**Q: There are a high number of children in care... how can the EA's protect the children if they don't know who's in care or who's picking up the student?**

A: Students in care should be picked up from the school office. Anyone picking up students should have proper ID to pick up any child. No child should be turned over on the playground ... it's a safety / protection procedure.

**13. Reminder of Next Meeting – Thursday, December 4<sup>th</sup>, 2014**

**14. Meeting Adjourned – 6:10pm**