



W.A.N.T.E.

SEPTEMBER 2013 NEWSLETTER

WORKING FOR YOU

Phone: 204-953-0250
 Fax: 204-953-0259
 Office Email: wante@wante.org
 Website: www.wante.org
 Editor: Pam Elliott, newsletter@wante.org

111-1555 St. James Street
 Winnipeg, Manitoba R3H 1B5

2013/2014 Important Dates

Tuesday, September 3, 2013 Non-Instructional Day

Wednesday, September 4, 2013 First Day of School for Students

Monday, September 23, 2013 Non-Instructional Day

Thursday, September 26, 2013 W.A.N.T.E. Annual Open House

Thursday, October 3, 2013 Liaison Meeting at Admin. #2

Thursday, October 24, 2013 W.A.N.T.E. Annual Dinner

Friday, October 25, 2013 Non-Instructional Day - SAGE

Friday, November 22, 2013 Non-Instructional Day

Thursday, December 5, 2013 Liaison Meeting at Admin. #2

Mon, December 23 - Fri, January 3, 2014 Winter Break

Monday, February 3, 2014 Non-Instructional Day

Thursday, February 6, 2014 Liaison Meeting at Admin. #2

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

Friday, June 6, 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.



Welcome Marilyn Leclair Our new W.A.N.T.E. secretary!

As you know, Linda Shelest, our former W.A.N.T.E. secretary retired on June 27, 2013.

It is our pleasure to announce Marilyn Leclair has been hired as the new secretary for the W.A.N.T.E. office.

Marilyn has been a retiree for the past 4 years and left WSD with over 25 years experience. Over the past 4 years she has remained in touch with the division by substituting.

She assumed her new duties at the W.A.N.T.E. office on Monday, August 26, 2013.

Please join in me in welcoming Marilyn to the W.A.N.T.E. Office.

You are invited to W.A.N.T.E. 's 3rd Annual Open House

Drop by our office, visit with colleagues and meet your Executive and Council.

All members and retirees welcome!

**Thur, September 26, 2013
 3:30 - 6:30 p.m.**

**at the W.A.N.T.E. Office
 111 - 1555 St. James
 Street**

(Corner of St. James Street & Dublin Avenue)

Light snacks will be provided

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Message from the President & Vice-President

Welcome Back everyone returning for another year!!! If you are new to the Division, Welcome! We hope everyone had an enjoyable and restful summer.

Many of you will be returning to your same positions but may be working with new staff but some of you will be starting at different locations. This will be a time of transition for some of you, welcome the change and take time for any adjustments. It can be a time of excitement. Give yourself time.

If you are looking for a change watch for the vacancies to be posted on Employee Connect. Printed copies still should be sent to your schools and posted. These vacancies are only open for (5) five working days. Please attach a resume to every vacancy you apply for. The Division only contacts applicants that have been short listed for interviews of the outcomes.

Please make sure when you are applying for vacant positions you advise your supervisor and your principal that you have done so. Even if you do not use one of these people as a reference they are usually contacted. Time off is allowed for interviews during school hours.

Take time to read through the newsletter as we try to include a lot of valuable information.

We are off to another busy start for the new school year. We have very dedicated and experienced members in positions on Executive and Council and look forward to working with them during the course of the year. If you have any questions or concerns do not hesitate to call the W.A.N.T.E. office at 204-953-0250 or email the president privately at

wante@wante.org

Luis Tome is our returning as Vice President and he can be reached at

vicepres@wante.org.

I would like to welcome our new Office Assistant, Marilyn Leclair and she can be reached at

wantesec@wante.org. Marilyn is in the office on Tuesday, Wednesday and Thursdays. We again wish Linda Shelest well in her retirement.

Pam Elliott is our Newsletter Editor. Pam can be reached through email at newsletter@wante.org

We look forward to working with you and representing you again this year. Let's work together and have one great successful year!

Barbara Morrison, President
Luis Tome, Vice-President

Membership Update Forms

You will be receiving your Membership Update form in the courier. The forms should be in the work locations by mid-October.

Please review your personal information and make any necessary changes on the bottom half of the form. If there are no changes, sign the form and return it in the envelope to your W.A.N.T.E. Liaison Representative or drop it in the division courier envelope. Please try and return them to the W.A.N.T.E. Office as soon as possible.

These forms are sent out yearly for update as this is the only way W.A.N.T.E. obtains your personal information. W.A.N.T.E. does not receive any employee personal information from the Division.



Collective Bargaining Committee – Carla Paul

Welcome back everyone! I hope you had a great summer break and everyone is well rested to tackle yet another year. The committee has worked hard preparing a proposal of your concerns, wants, and suggestions. A final draft will be prepared and submitted to the division. We again thank you for all your suggestions.

Website

Have you checked out W.A.N.T.E.'s website lately?
Keep up to date with what is happening at www.wante.org

Keep up to date with all that is happening for our members between newsletters. Don't miss a thing!

Have questions?

Click on the FIND US tab to be linked to members of the Executive or use the CONTACT THE PRESIDENT link on the right hand side of each page to send a message to the President, Barbara Morrison.

Check out these sections:

Discounts & Sponsors: various companies around Winnipeg where you can get great deals.

Labour Ed Workshops: complete with registration form you can print off and submit.

WANTE Collective Agreement: at your fingertips

Calendar of Events: Don't miss a thing with all the important dates throughout the year.

Executive & Council Members: Do you know who your representative is?

Newsletter: Missed or lost your copy. Find current and past issues.

W.A.N.T.E. wants to keep in touch?

If a member at your work location is off for an extended time due to illness or has had a bereavement in the family, please advise the W.A.N.T.E. office and we will send out a "Thinking of You" card.



Annual Dinner

The 2013 W.A.N.T.E. Annual Dinner to honour retirees will be held on **Thursday, October 24, 2013** at the Norwood Hotel.

Tickets will be available for sale in September for \$20.00 per person.

Please see the listing of retirees on page 8 of the Newsletter.

Deadline for tickets:
Friday, October 11, 2013.

Did You Know. . .

RE: MEDICAL NOTES

If you are going to be off work due to illness for a greater length of time than 3 days you require a medical note to be able to return to work.

If you are going to be off work for surgery or an extended illness you should:

- ◆ be contacting Human Resources to let them know you are going to be off and
- ◆ provide them with your medical note.
- ◆ Prior to returning to work you must submit a medical note clearly stating the date of your return and that you are physically fit to return to work "WITH NO RESTRICTIONS"
- ◆ or the doctor needs to detail the restrictions for your return.

Remember that some restrictions may mean you are unable to return to your current position and may require some accommodation. Human Resources need to know this in advance of your return in order to make those accommodations where possible.

That if you are off work for illness, you are not eligible for disability benefits for 6 months? To continue to be paid while you are off ill, you would need 6 months of sicktime in your banks, or you would have to go on EI sick benefits which is only payable for 15 weeks of benefits. Then you would still have to wait till the 6 month mark for Disability with the possibility of no income. Be smart SAVE your sicktime.

That SmartFindExpress has been replaced by a new absence reporting system called Aesop?

Aesop can be accessed online through the Staff Services page of the Winnipeg School Division website <https://app.aesopcanada.com/login2.asp> or by telephone toll free at **1-877-264-6562**.

If you are having any difficulty accessing or using the system, please contact the Help Desk directly at 204-789-0475 or by email aesohelpdesk@wsd1.org.

Remember...it is still your responsibility to record your absence in Aesop each and every time you are going to be away. It is not however your responsibility to find a substitute for your position.



Educational Assistants are not permitted to help the bus driver fasten seatbelts, straps or operation of the lift?

The seatbelts, straps and lifts are actual bus equipment that only bus drivers are trained to operate. Just like driving the bus, it is their responsibility to operate the equipment.

That each W.A.N.T.E. member is entitled to one day paid Discretionary Leave?

Every employee, as long as they will likely to be employed for more than 120 full or partial consecutive days during the year are entitled to one Discretionary day.

Substitutes are provided to employees who are entitled to a substitute according to the Division's Guidelines for Provision of Substitutes.

The leave cannot be deferred into the following year, so **use it or loose it!!!**

W.A.N.T.E. members are being cautioned against the use of social media to comment about co-workers, parents and students and participating in negative or defamatory discussions that relate to their employment with the division. The use of social media to express grievances toward students, parents, co-workers or the WSD is also not appropriate.

W.A.N.T.E. members are urged to carefully consider the potential implications to their employment before posting any online commentary. It is common for concerned members of the community to take screenshots of social commentary made by members and submit it to the Division with the expectation that action be taken against the member involved. When these situations arise, they are addressed.

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 W.A.N.T.E. 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.

W.A.N.T.E. in conjunction with VuBiz offers members and their families an opportunity to on line training?

Check out the Training-Online tab on the WANTE website to see the over 1000 courses that are offered. Everything from:

- ◆ Telephone Etiquette
- ◆ Office Ergonomics
- ◆ newest in the Office suites.

Work at your own pace and in the comfort of your own home.

Give it a try and see what you find and begin your learning experience!

On the log in screen, enter your email address so the program can create a unique identifier for you which allows tracking of your results and printing certificates in your name. Use WANTE as your password ID.

The first time that you sign on, you will need to enter a little extra information so that we can set you up.

Email Address (confirmation): This is to confirm the information that you keyed.

First Name: So that we can identify you properly in the system when you return.

Last Name: So that we can identify you properly in the system when you return.

**FOR MORE INFORMATION VISIT
www.wante.org
Training - On Line**

Don't forget to:

- ◆ Advise Payroll if you have changed bank account information over the summer.
- ◆ Ensure that your Group Life Insurance Plan Beneficiary Designation is up to date and accurately reflects any recent changes to your life and circumstances.
- ◆ Ensure that your personal information (address, phone number, email address and emergency contacts) are accurately recorded in Employee Connect.
- ◆ Remember if you have a life changing event in your life and either need to opt out or in or change your Health benefit coverage you have only 90 days to advise WSD.
- ◆ Check Employee Connect regularly for important and sometimes time sensitive information from WSD such as:
 - Job Postings
 - PD Opportunities and registration
 - Fitness Pass Enrolments
 - Flu Shot Registration
 - Certificate Expiration Dates

Evaluation Process

****This information is taken from WSD Policy GCN-R(6)**

Evaluations are always a huge topic of discussion especially during the month of June. I wanted to provide you with information now in regards to Evaluations in your future.

- ◆ If this is your evaluation year your Principal or Designate should meet with you to review job expectations and to establish realistic and achievable objectives for the assessment period. ***This meeting should be held as soon as possible upon receipt of the performance appraisal form.***
- ◆ Your Principal or Designate should review with you periodically throughout the assessment period and provide feedback both verbally and in writing to you on an ongoing basis.
- ◆ The evaluation process will be conducted over the course of that school year and the completed appraisal form returned by May 15 to the Human Resources Dept.
- ◆ Upon completion of the assessment the Principal or Designate will provide a copy of the completed form to the employee.
- ◆ Within 5 working days of providing the copy the Principal or Designate will meet to discuss the written proposal.
- ◆ The staff member will be allowed 5 working days to make any comment they wish in the section titled "Employee's Comment" prior to signature.
- ◆ Signing the form only indicates that you have been given an opportunity to read, discuss and respond to the assessment, but not that you necessarily agree with the information.
- ◆ You must receive a copy of the completed signed evaluation.
- ◆ The signed form is then sent to the Human Resources Department and filed as an official document.

In the WSD Policy, please refer to 3.7 for the employee has responsibility for:

- a) participating in the appraisal process throughout the assessment period, and in the final appraisal interview;
- b) participating in and completing necessary staff development (training) requirements, as stated in 3.3 (e) and (f);
- c) participating in the review of the job expectations and in the establishing of objectives as stated in 3.3 (a).

Check for important information regarding the Support Staff Professional Development Conference posted on Employee Connect now.

Register early as classes fill up quickly!

Professional Development

Non-Mandatory PD

If the school is closed and an Educational Assistant is scheduled to attend the school based PD but does not attend, due to illness, they will be given the option to either take the day without pay (No Class) or use their Admin Day (EAAD) and be deducted out of their sick time and be paid for their regular assigned hours of work. They will also utilize one of the EAAD days.

If the school is open and an Educational Assistant is scheduled to attend a PD, it is reported as DVIN and if they do not attend, due to illness, their absence will be changed to SICK and they will be paid out of their sick time.

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 one half a day you will be paid the time you attend the PD and reported as No Class for the remainder of the day.

Mandatory PD

Activities such as First Aid, CPR, WHMIS and Injury Prevention, *if they are a requirement in your job description*, are not to be used as professional development days for the purpose of calculating an Educational Assistant's work year under Article 10.06(a)(i). Attendance at these Division in-services are not included in the two or three days allocated during the work year. These workshops are reported as DVIN on AESOP. If the workshop is scheduled for more hours than your regular assignment, you will be paid the additional hours. Please notify the secretary of any additional hours that you have worked.

Contact Us

Whether it's an idea for a Labour Ed workshop you'd like to see, a suggestion for the Collective Bargaining Committee or questions about available WSD or W.A.N.T.E. Professional Development funding, we want to hear from you!

W.A.N.T.E. has established several committees each with a specific purpose, all chaired by members of your Executive.

If you have any ideas, comments or suggestions, please feel free to contact the appropriate Committee Chairs at the email address below or contact the W.A.N.T.E. office anytime.

<u>Committee</u>	<u>Chair</u>	<u>Email Address</u>
Budget and Finance	Denise Hanlan	treasurer@wante.org
Collective Bargaining	Carla Paul	cbchair@wante.org
Grievance	Barb Morrison	wante@wante.org
Labour Education	Pam Elliott	newsletter@wante.org
Liaison	Luis Tome	vicepres@wante.org
Membership	Maria Carreira	secretary@wante.org
Nominating	Cynthia Hornstein	memberal1@wante.org
Policy	Carla Paul	cbchair@wante.org
Social	Carol Gossel	memberal2@wante.org
WANTE PD	Maria Carreira	secretary@wante.org

For all other inquiries contact Barb Morrison at the W.A.N.T.E. office (204) 953-0250 or wante@wante.org

W.A.N.T.E. ANNUAL DINNER

Thursday, October 24th, 2013

Norwood Hotel, 112 Marion Street

5:30 p.m. Cocktails (cash bar)

6:00 p.m. Dinner

Alagar	Virginia	Shaughnessy Park School	Kochenash	Ella	Riverview School
Anderson	Joan	General Wolfe School	Lang	Rissa	Harrow School
Ansons	Peggy	Carpathia School	LaRiviere	Gisele	Sacré Coeur School
Arnold	Linda	Luxton School	Lemoine Lambert	Juliette	Admin Bldg #1—Enrolment
Bazuk	Linda	DMCI/Tec Voc	Lichtenthaeler	Allyn	Carpathia School
Bedosky	Linda	Grant Park High School	Locke	Brenda	Kent Road School
Belous	Liz	Admin Bldg #2—Transportation	Lundgren	Edwin	River Heights School
Biles	Maureen	Kelvin High School	Lynn	Sharon	Kelvin High School
Boni	Paul	AV Computer Repair	McCallum	Mary	Admin Bldg #1 - Accounting
Burt	Barbara	Grant Park High School	Moreno	Carolyn	Admin Bldg #1 - Human Resources
Carlson	Glenna	Glen Elm School	Morrissett	Rod	Shaughnessy Park School
Charney	Gail	Cecil Rhodes School	Murdock	Ernestine	St. John's High School
Coe	Kathleen	Special Education	Olsen	Claire	Cecil Rhodes School
Cook	Victoria	Dufferin School	Parker	Charlene	Andrew Mynarski School
Finch	Barbara	Faraday School	Posner	Sharon	Lord Roberts School
Fischer	Carol	Riverview School	Rusak	Joan	King Edward School
Flis	Georgina	Gordon Bell School	Sawatzky	Debra	Grant Park High School
Freeman	Bonnie	Lord Roberts School	Schoemperlen	Lois	Admin Bldg #1—Central Print
Giles	Clifford	Montcalm School	Shepit	Barbra	St. John's High School
Giles	Muriel	St. John's High School	St. Cyr	Noella	St. John's High School
Grzybowski	Zenon	Grant Park High School	Werenich	Sharon	W.A.E.C
Harapiak	Judith (Judy)	Stanley Knowles School	Williams	Frances	Machray School
Hum	Barbara	Admin Bldg #1-Acct/Audit	Youngson	Kathleen	Luxton School
Jaques	Patricia	River Elm School	Zacharias	Amy	Norquay School
Kazmerowich	Leslie	Lord Roberts School			

Tickets may be purchased from the W.A.N.T.E. office, at a cost of \$20.00 per ticket. Please order tickets by **Friday, October 11th, 2013**. Please send ticket requests and cheques made payable to W.A.N.T.E. via the Division courier. Please **DO NOT** send cash in the courier. **Tickets will not be sold at the door.**

Please call the WANTE Office at (204) 953-0250 if there are any discrepancies or if you are aware of a member retiring from your work location who has not been listed.

Request for Annual Dinner Tickets - ORDER BY **Friday, October 11, 2013**

Please call the office if you have any food restrictions.

RETURN TO: WANTE Office

NAME: _____

LOCATION: _____

NUMBER OF TICKETS REQUIRED: _____

AMOUNT ENCLOSED: _____

Name of retiree or work location you would like to be seated with: _____

**We will try our best to accommodate!