



W.A.N.T.E.

SEPTEMBER 2014 NEWSLETTER

WORKING FOR YOU

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What's New for 2014/2015?

WANTE job vacancies and the posting and application process will be handled differently this year .

In the past, there have been a minimal amount of Educational Assistant positions posted as "Ongoing".

After many discussions with Human Resources over the past year and with the signing of our new Collective Agreement, Human Resources has decided that if a Special Ed position is funded for more than 2 years, it will be posted as an ONGOING position. In the past, these positions would only have been posted as Terms.

These positions will be posted in the upcoming weeks on Employee Connect and anyone interested in these positions will have to **APPLY** for the positions and go through the interview process.

We are hoping that this will provide the opportunity for change for EA's. **IF** the posting specifies "**ONGOING**", **it will be a permanent position**. We will still see some vacancies remain as Terms under certain circumstances, but we expect to see more "Permanent" opportunities.

As per our new Collective Agreement, commencing September 2, 2014, paper copies of ALL job postings for WANTE positions will no longer be sent to the workplaces.

It will become the responsibility of the employees to check on the Jobs tab in Employee Connect and apply electronically for vacancies.

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Message from the President

Welcome back to everyone who is returning for another year!!! If you are new to the Division, welcome! I hope everyone had an enjoyable and restful summer.

With the signing of our new Collective Agreement you will notice this September a few different processes, so I would just like to bring them to your attention.

If you are looking for a change this year, watch for the vacancies to be posted on Employee Connect. **There will no longer be printed copies sent to your schools.** These vacancies are only open for five (5) working days. Please attach a resumé and a cover letter to each and every vacancy you apply for. The Division only contacts applicants that have been shortlisted for interviews. Please make sure when you are applying for vacant positions you advise your supervisor and your principal that you have done so. Time off is allowed for interviews during school hours.

CAMP – when you are asked to go to camp this year you may be paid up to fourteen (14) hours each day, including your return day, that you are participating in camp.

BEREAVEMENT – If you need to take the three (3) or five (5) days bereavement leave you are now allowed to break off one day of the leave for a later date if the service or the internment isn't held within those 3 or 5 days and 2 days if you are required to travel.

UNPAID LEAVE OF ABSENCE is back

with some changes. If you have been an employee with ten (10) or more years of continuous service within W.A.N.T.E. you may request an unpaid leave of absence for up to one week in length providing you have not taken an unpaid leave of absence during the preceeding five (5) years. This leave cannot be tied to a school break.

BREAKS AND ASSIGNMENT OF EXTRA DUTIES – A new letter of understanding for both these issues is included in the new agreement.

WAGES - The wage on your first cheque should be 2% higher than it was on your last cheque in July.

For more details see the Memorandum of Settlement that is posted on the W.A.N.T.E. website.

Once the new Collective Agreement has been printed a hard copy will be sent to the Liaison Rep, the Head Secretary, and the Principal at each location. If you would like your own copy please contact the W.A.N.T.E. office and request one. Otherwise the Collective Agreement will be posted on the W.A.N.T.E. website at www.wante.org as soon as it is ready.

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

I would like to welcome our new Administrative Assistant, Lorraine Taylor, and she can be reached by e-mail at wantesec@wante.org or call 204-953-0251. Lorraine is in the office on Tuesdays, Wednesdays, and Thursdays.

Pam Elliott is our Newsletter Editor once again this year. Pam can be reached by e-mail at newsletter@wante.org

I look forward to working with you and representing you. I know last year was a difficult year and I hope we can move forward as an Association and work together for the betterment of W.A.N.T.E. and its members. I believe in an open door policy so please feel free to drop by the office or call or e-mail if you ever had any concerns, suggestions or comments.

I do make every attempt to return all calls and e-mails each day but as you can imagine some days that just isn't possible, but if you do not hear back from me within a couple of days don't hesitate to call again. Let's work together and have one great successful year.

**You are invited to
W.A.N.T.E.'s 4th Annual
Open House**

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

All members and retirees welcome!

**Wednesday, October 1, 2014
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

Membership Update Forms

The W.A.N.T.E. Office will be sending out your membership update forms to the Liaison Reps for distribution in 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 for group return or drop it in the Division courier envelope. Please return to the W.A.N.T.E. Office as soon as possible.

These forms are sent out yearly for updates 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.

Professional Development

The Support Staff Professional Development Conference (S.A.G.E.) will be taking place on Friday, October 24, 2014.

Look for the booklets that have already been sent to workplaces or check Employee Connect.

IF you are an EA A or EA B, or a substitute, consider taking NVCI that day. First Aid /CPR is also offered that day as well.

Sign up soon as classes fill up very quickly.

First Aid / CPR registration dates for non-teaching support staff:

- September 22, 2014
- November 21, 2014
- February 2 & February 20, 2015
- March 13, 2015
- April 9 & 24, 2015
- May 11 & 28, 2015

Sign up now so you aren't disappointed!



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.

The Life Long Learning booklets have been sent out to all work locations.

If you can't locate the paper copy, check it out online at lifelonglearning.wsd1.org



Member Highlight

Deborah Dworan has been employed with WSD since 2000. She had taken an educational leave and went back to school to take the Community Development/Community Economic Development program. Deborah has graduated with honours. Deborah is currently working at Shaughnessy Park School in the library and running a early literacy program called Wiggle, Giggle and Munch through Healthy Child Manitoba. Congratulations Deborah!!!

Liaison Reps Needed

There are several schools still needing a Liaison Rep. If you have ever thought about becoming involved with the Association, here is your chance.

Members were sent forms in May, asking if they were interested in becoming a Liaison Rep. If a completed form was not returned to the office, it was assumed you were no longer interested in continuing. If that wasn't the case, please let us know by either calling the office @ 204-953-0250, by e-mail at wante@wante.org.

We will be contacting schools shortly to try and fill these positions.

In Memoriam:

On June 4, 2014 - Jessie Keller, Retired Library Clerk, a member of our staff for 10 years.

On June 24, 2014, Jean G. Campbell, Retired Clerk, a member of our staff for 15 years.

On June 28, 2014, Olivera Lambeta, Educational Assistant, a member of our staff for 8 years

On June 30, 2014, Ferlin Goosehead, Educational Assistant, a member of our staff for 14 years.

On July 28, 2014, Martha Dzaman, Retired Clerk, a member of our staff for 14 years.



Keeping in Touch

Welcome Lorraine Taylor Our new W.A.N.T.E. Administrative Assistant!

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

Lorraine will be working 3 days a week Tuesday - Thursday at the W.A.N.T.E. office.

She assumed her new duties at the W.A.N.T.E. office on Tuesday, August 26, 2014.

Please welcome Lorraine to the W.A.N.T.E. Office.

Head Secretaries & Liaison Reps

If you know that 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 by phone or e-mail and we will send out a "Thinking of You" card as our way of keeping in touch.



Did You Know. . .



That there is a Provincial Policy in the Manitoba School Bus Drivers Handbook that students are not allowed to eat or drink while on the buses?

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.

If you have been assigned extra duty hours for lunch or bussing for the year, you are paid these hours each day, **even when you are away ill or on a PD day.**

At the June 16, 2014 Board of Trustees meeting, it was recommended to increase the Parking fees for 2014/2015.

The parking fees for 2014/2015 will be as follows, exclusive of GST:

- i. With electrical outlet \$225 per annum
- ii. Without electrical outlet \$200 per annum

Information will go out to workplaces in the near future.

Annual Dinner

The 2014 W.A.N.T.E. Annual Dinner to honour retirees will be held

Thursday, October 16, 2014 at the Norwood Hotel.

The Dinner is open to all members. Make it an evening with your co-workers both current and past.

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

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

**Deadline for tickets:
Wednesday, October 8, 2014.**

If you are off work due to a long term 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 sick time in your bank, or you would have to go on EI sick benefits which are only payable for 15 weeks. Then you would still have to wait until the 6 month mark for disability with the possibility of no income. **Be smart, SAVE your sick time.**

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

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

Substitutes are provided for employees entitled to a substitute in accordance to the Division's guidelines for provision of substitutes.

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



W.A.N.T.E. members are reminded that social media sites **SHOULD NOT BE ACCESSED** during work hours whether it's from a WSD computer or your own personal electronic device.

Members are further cautioned against the use of social media to comment about co-workers, parents, and students, and participating in negative or defamatory discussions relating to their employment with the Division. The use of social media to express grievances toward students, parents, co-workers, or 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.

2014/2015 Important Dates

Tuesday, September 2, 2014 Non-Instructional Day

Wednesday, September 3, 2014 First Day of School for Students

Monday, September 22, 2014 Non-Instructional Day

Wednesday, October 1, 2014 W.A.N.T.E. Annual Open House

Thursday, October 9, 2014 Liaison Meeting at Admin. #2

Thursday, October 16, 2014 W.A.N.T.E. Annual Dinner

Friday, October 24, 2014 Non-Instructional Day - SAGE

Friday, November 21, 2014 Non-Instructional Day

Thursday, December 4, 2014 Liaison Meeting at Admin. #2

Mon, December 22 - Fri, January 2, 2015 Winter Break

Monday, February 2, 2015 Non-Instructional Day

Thursday, February 5, 2015 Liaison Meeting at Admin. #2

Friday, March 13, 2015 Non-Instructional Day

Mon, March 30 - Fri, April 3, 2015 Spring Break

Thursday, April 9, 2015 Liaison Meeting at Admin. #2

Friday, April 24, 2015 Non-Instructional Day

Monday, May 11, 2015 Non-Instructional Day

Thursday, June 4, 2015 Liaison Appreciation Dinner

TUESDAY, June 30, 2015 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.



Extended Health Benefits

If you haven't already signed up for E-service with Blue Cross, you may want to consider it.

E-service allows you to submit claims online for those vendors who do not submit automatically to Blue Cross. You can register for Direct Deposit and have your payments deposited directly to your bank account for faster processing.

Once registered, you can then check the status of a claim, view your claim history and even print a temporary ID card and have a new card automatically issued.

MEDICAL NOTES

If you are going to be off work due to illness for longer 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 contact 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 needs to know this in advance of your return in order to make those accommodations where possible.

On-Line Training

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

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

Examples:

- ◆ Telephone Etiquette
- ◆ Office Ergonomics
- ◆ Office 2010
- ◆ Harassment Prevention
- ◆ Communicating Proactively

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 e-mail 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.

E-mail 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, e-mail 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
- ◆ Report all absences from work on AESOP, the WSD's Absence Reporting System .

Aesop can be accessed online through the Staff Services page of the Winnipeg School Division website 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.

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

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

Thursday, October 16th, 2014

Norwood Hotel, 112 Marion Street

5:00 p.m. Cocktails (cash bar)

5:30 p.m. Dinner

Adamson	Marie	Grant Park	Meckling	Janet	Ashland DLC
Arbuckle	Wendy	Grant Park	Meese	Lesley	Grant Park
Arndt	Judith	Lord Selkirk	Metro	Karen	Prince Charles ERC - IDSS
Bain	George	Daniel McIntyre	Muzychuk	Evan	St. John's
Baird	Karen	Mulvey/Wellington	Nadeau	Claire	Ashland DLC
Barkman	Margaret	Inkster	Ouellette	Nadia	Norquay
Berry	Elaine	Principal Sparling	Pawulski	Diane	Stanley Knowles
Chernecki	Diane	Lord Nelson	Peck	Dorothy	Stanley Knowles
Chernetsky	Audrey	Stanley Knowles	Phillips	Rebecca	Sisler
Chesley	Arlene	Daniel McIntyre	Pritchard	Gloria	Sisler
Cook	John	Montcalm	Rabichuk	Debbie	Admin Bldg #2 - Cust Sup Serv
Cutler	Janet	Montrose	Riddle	Shirley	Inkster
De Grow	France	J.B. Mitchell	Rosenberg	Hartley	Andrew Mynarski
Dell	Betty	William Whyte	Rosser	Karen	Lord Roberts
Earp	Darcy	Wolseley	Ruggles	Lois	Norquay
Ediger	Barbara	Churchill	Rusnak	Doreen	Dufferin
Eldridge	Gisele	Admin Bldg #1 - Payroll	Schmidt	Marianne	Sargent Park
Feuerstein	Lindsay	Wellington	Shersty	Shirley	David Livingstone
Grey	Brenda	Stanley Knowles	Shotton	Christine	Cecil Rhodes
Henderson	William	Kelvin	Sterdan	Cathy	Meadows West
Holt	Elizabeth	Sisler	Thrien	Denise	Argyle
Klawuhn	Carol	George V	Valainis	Valerie	Earl Grey
Lamoureux	Gertrude	Norquay	Wah	Susan	Tyndall Park
Litschke	Pamela	Admin Bldg #2 - Info. Sys	Young	Susan	Greenway
			Welyki	Sandra	Isaac Brock

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 3rd, 2014**. 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 Wednesday, October 8, 2014

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: _____