



# SEPTEMBER 2018 NEWSLETTER

**WORKING FOR YOU**

Phone: 204-953-0250  
Fax: 204-953-0259  
Office Email: [wante@mymts.net](mailto:wante@mymts.net)  
Website: [www.wante.org](http://www.wante.org)  
Editor: Brittany Morrison, [wantenewsletter@mymts.net](mailto:wantenewsletter@mymts.net)

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

## Annual Dinner

The 2018 W.A.N.T.E. Annual Dinner  
to honour retirees will be held

**Thursday, November 1, 2018 at the Victoria Inn.**

Cocktails (Cash Bar) — 5:00 p.m.

Dinner—5:30 p.m.

This Dinner is open to everyone, including family and friends. Make it an evening with your co-workers both current and past.

Tickets are \$25.00 per person and will be available from the W.A.N.T.E. office. A list of retirees will be sent out to work locations for posting. Order forms will be sent out to work locations and if you wish to attend, send in your order with payment before **Friday, October 19, 2018.**

We will once again be putting together a commemorative video to be played during the Annual Dinner to honour the retirees.

**Please forward any pictures of the retirees to:  
[wanteseecretary@mymts.net](mailto:wanteseecretary@mymts.net)**

## Welcome back!

**The Support Staff Professional Development Conference will be taking place on Friday, October 19, 2018 - S.A.G.E.**

The Labour Education Committee is looking for suggestions for seminars and workshops. Labour Ed. puts together 3-4 workshops throughout the school year. Please contact Bruce Zilkowsky with any ideas or suggestions at:

[memberal4@mymts.net](mailto:memberal4@mymts.net)

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## RESILIENCE - EAP PROGRAM

A full-service Employee Assistance Program supporting health at work, at home and in life. Resilience offered exclusively through Manulife, can help with Counselling Services, Plan Smart/Career Smart Services and additional online services for you and your eligible family members.

Access Resilience by phone **1-866-644-0326** (toll-free line is available 24-hours, seven days a week).

Access all Resilience online features by visiting:  
**[www.myresilience.com](http://www.myresilience.com)**

## Message from the President - Barbara Morrison

### Welcome back everyone to a new school year!

I hope everyone had a chance to enjoy another beautiful summer, even with all the smoke in the air. We couldn't really complain about the heat!

As we all head back to work, some with new assignments and some with new locations, the process is often overwhelming and can be stressful. Give the new position a chance. Sometimes people find that there is life after a change and sometimes that change is even better than where we came from. Just give it a chance.

Since June we have been faced with some layoff situations. Home Learning Assistant funding is gone and therefore most of those positions have been depleted. The remaining 5 positions have been cut drastically. There were also layoffs with Computer Technicians. As budgets get less and less, the

principals are faced with a very difficult situation of how to staff their schools appropriately.

This year you may also be faced with a reduction in the amount of extra duty time that is available. Please understand that you are only owed your permanent hours each year, but the extra duties and bus duties change every year and it is not a guarantee that you receive them every year.

If you have any concerns, ideas or questions please do not hesitate to contact the W.A.N.T.E. office at 204-953-0250. Office hours are Monday - Friday from 8:30 a.m.-4:30 p.m.. Please feel free to leave a voicemail at any time and it will be returned as soon as possible. I do make every attempt to return all calls and emails each day but as you can imagine, some days that just isn't possible. If you do not hear back from me within a couple of days, please don't

hesitate to call again.

Brittany Morrison is our Newsletter Editor again this year. The newsletter is produced 5 times per year. Please take some time to read over the newsletter. We do try and have information in the newsletter that is important to the membership. This edition of the newsletter will **not** be mass produced to every member. The costs involved with ink and paper has become astronomical. We will be sending out 2-3 copies of the newsletter to the work locations for the Liaison Reps. to post on the W.A.N.T.E. boards and in their binders. Current and past newsletters can be found on our website at [www.wante.org](http://www.wante.org). If there is something you would like to see in our newsletter, please contact Brittany at: [wantenewsletter@mymts.net](mailto:wantenewsletter@mymts.net).

I look forward to working with you and representing you. Let's work together and have a great year.

## Collective Bargaining Committee - Luis Tome

To bring the membership up to date, the court denied the request for an injunction against the government to prevent the implementation of Bill 28. Bill 28 has not been proclaimed but is still having a large impact on all collective bargaining going on in the Province. It may be years before anything is resolved.

The Collective Bargaining Committee, along with our legal counsel, will reconvene in early September. We will be reviewing our position and evaluate our options on how to proceed with bargaining. We will continue to keep the membership updated as best as we can as matters proceed.

If the membership has any questions or concerns you can continue to contact myself, Luis Tome, the Collective Bargaining Chairperson, at [wantevicepres@mymts.net](mailto:wantevicepres@mymts.net) or call the W.A.N.T.E. office.

## Policy and Procedures - Carla Paul

The Policy and Procedure Committee Members for 2018-2019 are: Barb Morrison (President), Tricia Wiebe, Carrie Logan, Bruce Zilkowski, Sheera Maano, Amanda Febrache, Ashley Gushulak, Rod Fraser, and myself Carla Paul (Chairperson).

The committee's responsibilities are to review the Constitution/Bylaws and Standing Rules. We keep a record of all necessary addition, deletions, corrections, and amendments that occur during the 2018-2019 year, as well as making any recommendations or changes to the Constitution/Bylaws and the Standing Rules. If you would like any other information please contact me at [membera13@mymts.net](mailto:membera13@mymts.net) or call the W.A.N.T.E. office at 204-953-0250.

## Liaison Reps - Luis Tome

I hope you all had a safe and restful summer!

Hello to all returning Liaison Representatives and new ones! This committee is responsible for the promotion of good will between the Association and the membership, conducting regular meetings with work location Liaison Representatives throughout the school year, and providing information about activities and aims of the Association to the members.

There are three meetings scheduled for 2018-2019. **The meetings will be held at Admin. #2 in Room 106 at 4:45p.m.** The dates are as follows on Thursdays: **October 4, 2018, February 7, 2019 and April 4, 2019.**

The Liaison Rep update forms are being sent out now to the last rep on file. If that person no longer wants to be the rep please find someone else who would be interested. Update the form and send it back to the W.A.N.T.E. Office asap.

Our Liaison Appreciation Dinner will be held Thursday, June 6, 2019. The location will be confirmed next year. I look forward to seeing you all in October!

## Membership Updates

The W.A.N.T.E. office will once again be sending out membership updates. Please review your personal information and make any necessary changes on the bottom half of the form, sign, and return it 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 as we do not receive any employee information from the division. This will take place in the first few weeks of September. I would like to express our appreciation to those reps returning this year. To all new reps, we are looking forward to having you be part of the team!

## Benefit Changes

### 1. BENEFIT RATES

Change in extended health effective **January 1, 2019.**

Athletic therapy will increase from \$100 to a combined total of \$350 with Physiotherapy.

### 2. GROUP LIFE INSURANCE

Effective **October 1, 2018.**

The group life rate paid by employees and employers will increase from \$0.110 to \$0.129 per \$1,000 of coverage.

### 3. FAMILY LIFE AND ACCIDENT INSURANCE

No change to premiums.

### 4. EXTENDED HEALTH

Effective **September 1, 2018** rates are increasing:

-Actives under 65 (based on 10 month premiums)	\$54.60 Single
-Actives under 65 (based on 10 month premiums)	\$117.00 Family
-Actives over 65 (based on 10 month premiums)	\$51.48 Single
-Actives over 65 (based on 10 month premiums)	\$117.00 Family
-Retirees (based on 12 month premiums)	\$58.65 Single
-Retirees (based on 12 month premiums)	\$117.30 Family

### 5. DENTAL

No change to premiums.



## Tech Talk - Mike Langtry

Well it's the start of a new school year.. summer always seems to go too fast doesn't it.. At any rate... now it's back to the grind. After so much time away from the vagaries of the workplace, one might have a time remembering all the little things, like passwords. Well don't panic... all you have to do is phone Sonya McWilliams (WSD's very own Wonder Woman) and she'll reset your password for you. Sonya can be reached at VOIP 100 485.

While you've been away enjoying the summer, the computer "elves" have been busy upgrading and cleaning your computers. This also means that the copy of "Windows" on your computer is all fresh and new and doesn't remember things like your photocopier password, your preferred web browser, or your Outlook setup. Here are three things to get you started:

**Browser** - You can make Firefox your default web browser by opening it and going to the 'Options', you'll see the check box there to 'Make it the default'. You will not be able to make Chrome the default.

**Photocopier** - Go to the Start Menu, devices and printers, find the copier and right click it... choose Printing preferences... then click the button that says User Authentication. The dialogue box that pops up will have your 'Windows Username' already filled in. Your Photocopy username might not exactly match your 'Windows Username'. Some schools found the username is in all CAPS so be sure to check. Go to the copier and logon if you are not sure, make note of the username, CAPS, different spelling, or maybe maiden name? Then enter that into the username field on your computer and your password for the copier is your employee #, and not your windows password. Click ok, then click apply, then ok and you're good to go.

**E-Mail** - Is your 'Outlook' missing from the bottom task bar? Go to the Start Menu and find 'Outlook' and right click it. Choose 'Pin to task Bar' and right click again and choose 'Pin to Start Menu' (Win 7). You will then click and drag the icon onto your desktop to put a shortcut there as well. Now you can fire up 'Outlook' (double click it) and follow the prompts.

Tip: When a popup window comes up asking for the password click the "remember me" check box. This way you don't have to put in your password when you open Outlook every time, but be careful not to leave your system unattended when you are logged on. Always remember to do the three finger salute (Ctl+Alt+Del – spacebar) to lock your system when you go for lunch or coffee break. This leaves you logged on with all your programs running and will save time by not having to logoff and back on again and reopen all the programs.

Now that Outlook is open and running, let it 'Catch Up", meaning let it stay open for at least an hour so that all your folder and Address books synchronize. If you wait a minute or two, a dialogue box about some sort of HTTPS will come up, click the remember checkbox and click the "Allow" button.

Tip: You'll have to re-do your Signature. Sorry, but look at this as an opportunity to update and make it fresh!

## Solar Winds osTicket - Request Tech Help

All requests for Computer Technicians assistance must go through Solar Winds osTicket.

To submit a help desk ticket yourself go to <https://osticket.wsd1.org/> and login using your network credentials. Once logged in you will open a new ticket, click on the dropdown menu next to the Request Type heading and select the relevant request type.

You can then follow the prompt and select the location from the drop down menu under the Location, and enter the room number under room section. Click Save to submit. A ticket number will be given and a technician will be alerted right away. You will receive an email message summarizing the information listed in your ticket. This e-mail will include hyperlinks. By clicking on these hyperlinks you can add notes to the ticket or you can cancel it.

## Did You Know?

- Anytime you are away from work you MUST report your absence in Absence Management (formerly Aesop), the WSD's Absence Reporting System. You are encouraged to access the system 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 Absence Management each and every time you are going to be away.** It is not your responsibility to find a substitute for your position.
- When you are using BANKED time for an absence YOU MUST REPORT IT in the Absence Management system. Twelve month clerical can only bank 6 days in one year. All banked time when worked should be recorded and signed by your administrator.
- If you don't report your absences you may be considered absent without permission and could be disciplined.
- If you have been assigned Extra Duty hours for lunch or bussing for the year, you are paid those hours each day, **even when you are away ill or on a PD day.**
- Vacancies are only posted for 5 days on Employee Connect, so if you are considering a move, don't leave updating your resumé until the last minute.
- For any positions/vacancies that are advertised on Employee Connect you must apply to be considered. For all Educational Assistant C & D positions you must have a valid First Aid / CPR and NVCI certificate. For all clerical positions you must pass Prove It to be considered for the short list.
- 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, and Certificate Expiration Dates.
- Leave requests - permission will not be granted for short leave of absence requests for personal business (such as extended holidays) during the period immediately preceding or following the Winter, Spring and/or Summer break(s).

### The parking fees for 2018/2019 will be as follows, exclusive of GST:

With electrical outlet	\$241.50 per annum
Without electrical outlet	\$215.25 per annum

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, or 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 to the Division with the expectation that action be taken against the member involved. **When these situations arise, they are addressed.**



## Head Secretaries and Liaison Reps

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

If you know of a member at your work location who 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.



#### 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.

#### DISCRETIONARY DAY

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 in accordance to the Division's guidelines for provision of substitutes.

The leave cannot be deferred into the following year, so make sure you use it!!! You must have been employed for 120 days prior to taking a discretionary day. Human Resources approves the leave but does not count the number of days that you have been employed. If you have not been employed for 120 days prior, Payroll will deduct the day from your paycheque. It is your responsibility to ensure that you have the required time to collect your discretionary day.

#### DISABILITY

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, DON'T WASTE your sick time.**

## Professional Development

**Professional Development funding is available to our members from 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 the NEW W.A.N.T.E. 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.

## Mandatory Training for Educational Assistants C's & D's - Inclusion Support Services 2018-2019 School Year

### Non-Violent Crisis Intervention - Training (2 Day)

- |  |   |                    |
|--|---|--------------------|
| • SAGE - Friday, October 19 & Saturday, October 20, 2018 | 9:00 a.m. - 4:00 p.m. (Fri.) 9:00 a.m. - Noon (Sat) | Admin 2            |
| • Thursday, October 25 & Friday, October 26, 2018        | 8:45 a.m. - 3:30 p.m.                               | LaVerendrye School |
| • Thursday, December 6 & Friday, December 7, 2018        | 8:45 a.m. - 3:30 p.m.                               | TBD                |
| • Thursday, January 24 & Friday, January 25, 2019        | 8:45 a.m. - 3:30 p.m.                               | TBD                |
| • Thursday, February 28 & Friday, March 1, 2019          | 8:45 a.m. - 3:30 p.m.                               | TBD                |
| • Thursday, May 2 & Friday, May 3, 2019                  | 8:45 a.m. - 3:30 p.m.                               | TBD                |
| • Thursday, May 23 & Friday, May 24, 2019                | 8:45 a.m. - 3:30 p.m.                               | TBD                |

### Non-Violent Crisis Intervention - Refresher

- |  |                       |                           |
|--|-----------------------|---------------------------|
| • Friday, September 14, 2018                     | 8:45 a.m. - 3:30 p.m. | Manitoba Teachers Society |
| • Monday, September 17, 2018 (non-instructional) | 8:45 a.m. - 3:30 p.m. | Manitoba Teachers Society |
| • Friday, November 16, 2018 (non-Instructional)  | 8:45 a.m. - 3:30 p.m. | TBD                       |
| • Friday, December 14, 2018                      | 8:45 a.m. - 3:30 p.m. | TBD                       |
| • Friday, February 22, 2019                      | 8:45 a.m. - 3:30 p.m. | LaVerendrye School        |
| • Friday, April 5, 2019                          | 8:45 a.m. - 3:30 p.m. | TBD                       |
| • Monday, May 6, 2019 (non-instructional)        | 8:45 a.m. - 3:30 p.m. | TBD                       |

### Autism NVCI-Refresher Full day

- |                            |                       |                    |
|----------------------------|-----------------------|--------------------|
| • Friday, November 2, 2018 | 8:45 a.m. - 3:30 p.m. | LaVerendrye School |
|----------------------------|-----------------------|--------------------|

## First Aid/CPR Training for 2018 - 2019 School Year

### First Aid/CPR-Training (1 Day)

The dates for this year's training are as follows:

- |  |                     |
|--|---------------------|
| • September 17, 2018 (non-instructional) | • February 1, 2019  |
| • October 10, 2018                       | • February 26, 2019 |
| • October 19, 2018 (SAGE)                | • March 15, 2019    |
| • November 16, 2018                      | • April 26, 2019    |
| • January 17, 2019                       | • May 6, 2019       |

Register on Employee Connect.

**S.H.A.R.P.** When it comes to safety and health concerns on the job, proper reporting of accidents and potential hazards is essential to help prevent future accidents from occurring. W.S.D. supports and programs are implemented based on the documented needs in the classroom. Staff must report ALL incidents and 'near misses' on all safety concerns to the Safety and Health Alert and Response Phone (S.H.A.R.P.) line 204-789-0492 VOIP 100 492.

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

## Thursday, November 1, 2018

Victoria Inn Hotel & Convention Centre, 1808 Wellington Avenue  
5:00 p.m. Cocktails (cash bar) 5:30 p.m. Dinner

Asham	Christopher	Elmwood	Lebo	Laurie	Admin Bldg #1-Payroll
Balkaran	Kuntie	Pinkham	Loewen	Anne	St. John's
Benevides	Rose	DMCI	Lopes	Odette	John M. King
Berthelette	Cindy	Rockwood	MacDonald	Marilyn	St. John's
Boyd	Lynn	Sargent Park	McLean	Patti	Gordon Bell
Brisson	Joanne	Kent Road	Pich	Paulette	Earl Grey
Bruyere	Charlene	St. John's	Pruden	Dawn	Victoria Albert
Cadorath	Marcia	Montrose	Rea	Erin	Greenway
Carlson	Bernadette	Admin Bldg #1-Payroll	Regehr	Lorraine	Grant Park
Cox	Lynn	PCERC—CSS	Rennick	Lorraine	Meadows West
Daniello	Luigina	William Whyte	Schott	Blair	St. John's
Darvill	Anabela	John M. King	Scullard	Betty	DMCI
Dickson	Lainie	Gordon Bell	Sinclair	Joan	Luxton
Dolski	Marlene	Building Dept	Suderman	Joyce	Admin Bldg #2-RPTS
Drummond	Cecile	Lord Roberts	Tellier	Lila	Champlain
Eichen	Myrtle	Niji Mahkwa	Willer	Barbara	Glenelm
Fabas	Gene	Tec Voc	Williamson	Kimberley	Stanley Knowles
Goncalves	Adriana	Sister MacNamara	Wingie	Mary	R.B. Russell
Karl	Jane	Garden Grove	Zimmerman	Cynthia	St. John's
Kruse	Lois	Tec Voc			

Please review the above list of retirees and if there are any discrepancies, or if you are aware of a member retiring from your work location who has not been listed, call the W.A.N.T.E. Office at (204) 953-0250.

Tickets may be purchased from the W.A.N.T.E. office at a cost of \$25.00 each. Please order tickets by **Friday, October 19, 2018**. An order form for tickets will be sent to you or check with your Liaison Rep for forms. They are also available on the website at [www.wante.org](http://www.wante.org).

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 indicate any food allergies/restrictions on the form or contact the W.A.N.T.E. office.