



Policy Manual – Human Resources

H.M.01 – Disability Management Program – Early Intervention, Stay at Work (SAW), Return to Work (RTW) and Accommodation

The mission of Catholic Education in Hamilton-Wentworth, in union with our Bishop, is to enable all learners to realize the fullness of humanity of which Our Lord Jesus Christ is the mode

POLICY STATEMENT

As a Catholic education system, rooted in the teachings of Jesus Christ we are called to foster respect for the dignity, self-worth and well-being of all staff members of the Board.

The Hamilton-Wentworth Catholic District School Board (HWCDSD) recognizes the important and valuable contribution that our employees of differing abilities make to our mission of providing Catholic education.

The Hamilton-Wentworth Catholic District School Board (HWCDSD) has a legislated duty to accommodate employees with disabilities as defined by the Ontario Human Rights Code and the Workplace Safety and Insurance Act. By providing support to employees dealing with an injury, illness or medical condition, whether temporary or permanent, work related or non-work related, the HWCDSD will assist employees in maintaining or regaining their ability to perform and be productive in the workplace.

In compliance with the Ontario Human Rights Code and the Workplace Safety and Insurance Act, the HWCDSD has developed this policy which is intended to support employees in recovery from an illness or injury, and those who may have a disability.

Purpose

The purpose of this policy is to provide a framework for an effective occupational and non-occupational Disability Management Program. The Disability Management Program is also premised on the accepted understanding that early intervention, return to work (RTW), stay at work (SAW) and accommodation are the goals.

The Disability Management Program is a multi-party approach, where all stakeholders will work in collaboration, towards a reasonable outcome, given the individual circumstances of the situation. This policy provides direction regarding the essential requirements for the effective management of the Disability Management Program. Furthermore, the policy reflects the commitment to take appropriate and consistent action to assist all employees to be productive in the workplace when dealing with an injury, illness, medical condition or disability, whether work related or non-work related.

This policy applies to all employees of the HWCDSB except where otherwise indicated in relevant terms and conditions of employment. The objectives and outcomes are:

- To advise and increase awareness and understanding of the Disability Management (DM) program and the related approach;
- To prevent or minimize, whenever possible, the effects of injury, illness or medical condition on the employee and the workplace;
- To maximize the ability of employees to remain at work, or return to, meaningful, productive work by providing support and accommodation that leverages the employee's current abilities;
- To have clear and consistent approach to the management of disability management cases;
- Encourage supervisors and employees to access the Disability Management Office (DMO) to obtain support;
- To identify medically related limitations and restrictions which affect the employee's ability in the workplace;
- To provide accommodation and related support to reduce employees' absence from work due to medical limitations and restrictions.

Responsibility: Superintendent of Human Resources

Regulations

- Canadian Charter of Rights and Freedoms
- Ontario Human Rights Code
- Accessibility for Ontarians with Disabilities Act
- Criminal Code of Canada
- Education Act
- Occupational Health and Safety Act

Related Board Committee: Committee of the Whole

Policy Review Date

BM Original Policy Approved 19 June 2018

Revisions: 01 February 2022

To be reviewed every three years