



Employee Support Program -- STAFF --

Date Approved: 2004 06 21

Projected Review Date: 2006 06

Policy Statement: The Hamilton Wentworth District School Board recognizes that our goals can be most readily accomplished through the efforts of safe and healthy employees. The Board's policy is to foster an environment that encourages support of our employees, promotes both individual and organizational health, and uses our key values – respect, innovation and accountability – as a foundation. Regular, punctual attendance by employees is essential in order to carry out our mandate.

RESPONSIBILITY: Executive Officer, Human Resources

The Employee Support Program (ESP)

The Employee Support Program's primary focus is to create and maintain a Healthy Workplace, which includes the physical and social environment as well as personal health practices. Addressing workplace wellness issues and promoting a Healthy Workplace will support employees so they are able to attend work regularly and contribute to the organization's success.

The program does not affect existing benefits accorded under the various agreements. Instead, it reinforces the point that sick leave is a benefit intended to provide wage loss replacement in the event of personal illness or injury.

Key Interests

ESP is built on the following principles:

- The Board's intent is to provide assistance to employees who are absent from work with appropriate support to enable them to attend work regularly and productively.
- The Board will apply this program in a manner consistent with the Ontario Human Rights Code, the Workplace Safety and Insurance Act and any other applicable legislation in place to accommodate the individual needs of employees and assist them in performing their duties
- The Board encourages regular, punctual attendance at work through the proactive use of preventative measures.
- Absences must be treated consistently and equitably across the organization.

ESP consists of five separate but interrelated sections. They are:

- Prevention/Wellness/Resources
- Early Assistance and Return to Work Facilitation
- Medical Information
- Assistance for Improving Regular Attendance: The Coaching Process
- Absences

ESP supports Strategic Directions:

- Be viewed as the employer of choice

ESP is incorporated within the Annual Operating Plan under:

- Priority: Retain and develop quality employees, and
- Outcomes: Develop and implement an Employee Support Program

Reference:

Workplace Safety & Insurance Act, Ontario Human Rights Code, Occupational Health & Safety Act, collective agreements, where applicable.

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