



Employee Attendance Support

Date Approved: 2015

Projected Review Date: 2019

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PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) believes that all employees should have meaningful relationships with their employer and have support for their health and well-being when absent from work. To encourage regular, punctual attendance at work, HWDSB is committed to providing consistent, equitable and transparent support when circumstances arise that may limit an individual's ability to perform their job.

GUIDING PRINCIPLES:

- Encourage regular, punctual attendance at work.
- Provide assistance and support for the health and well-being of our employees at all times through an Employee Attendance Support program.
- Apply an Employee Attendance Support program and processes in a manner consistent with the Ontario Human Rights Code and other applicable legislation in place using proactive prevention and early intervention strategies.
- Utilize return to work best practices, including the use of timely supports and return to work procedures.
- Establish and maintain discrimination free environments through consistent and equitable treatment of employees.
- Provide training and support to supervisors involved in an Employee Attendance Support program.
- Support and engage all staff across the organization.
- Foster the development of trustful and respectful relationships.
- Protect the integrity and privacy of personal information.

INTENDED OUTCOMES:

- Support a Healthy Workplace through employee wellness when necessary.
- Promote, encourage and engage in effective communication with all employees.
- Deliver ongoing training and/or support to new and current supervisors about an Employee Attendance Support program.
- Meet mandated legislative requirements.

RESPONSIBILITY:

Director of Education
Members of Executive Council



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TERMINOLOGY:

Employee: All individuals who agree to work on a full-time or part-time basis for HWDSB for a specified or indeterminate period. Salary or wages are paid to this individual and from this payment; deductions are taken for Canada Pension Plan, Income Taxes and Employment Insurance.

Employee Attendance Support Program: The practice of offering Board support to employees to assist in reducing barriers to them attending work. Attendance support is a prevention/early intervention strategy.

Healthy Workplace: One in which everyone works together to promote the health, safety and well-being of all employees. This includes physical and psycho-social health and safety, personal health and commitment to the internal and external community.

Equitable: Fair and impartial.

Punctual: Arriving or doing something at the expected or planned time.

ACTION REQUIRED:

Apply an Employee Attendance Support Program to assist employees with regular attendance at work in a supportive manner. Provide the appropriate training and resources to supervisors that will enable them to be supportive of employees in this process.

PROGRESS INDICATORS:

Intended Outcome	Assessment
Support a Healthy Workplace through employee wellness when necessary.	<p>Regular attendance at work</p> <p>Regular reports regarding employee attendance at work are reviewed by immediate supervisors who address prolonged/irregular absences with their employees through a supportive process.</p>



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Intended Outcome	Assessment
Promote, encourage and engage in effective communication with all stakeholders.	<p>Regular feedback is gathered from supervisors, employees and employee group representatives about their experiences with this program.</p> <p>The Staff Voice Survey results indicates positive employee/employer relations.</p> <p>The support process is applied consistently to all employees.</p>
Deliver ongoing training and/or support to new and current supervisors about the Employee Attendance Support program.	Appropriate training and support is provided on an ongoing basis to supervisors involved in the process.
Meet mandated legislative requirements.	All processes and documentation meet legislated requirements.

REFERENCES:

Government Documents

Municipal Freedom of Information and Protection of Privacy Act
Ontario Human Rights Code

HWDSB Policies

Accommodation
Respectful Working and Learning Environments Procedure