



Employee Attendance Management

Date Approved: 2019

Projected Review Date: 2023

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PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) is committed to fostering a healthy workplace where employees feel safe, supported and accepted to attend work regularly and to contribute to the priorities of the Board.

GUIDING PRINCIPLES:

- Strive to maintain a healthy workplace
- Promote and encourage regular attendance at work by all employees
- Provide support and guidance to employees experiencing challenges with regularly attending work
- Provide training for supervisors to foster a healthy workplace
- Administer attendance management in an equitable, fair and transparent manner across all employee groups

INTENDED OUTCOMES:

- Employees report feeling supported and engaged in their efforts towards contributing to the Board's priorities
- Employees regularly attend work

RESPONSIBILITY:

Director of Education
Members of Executive Council

TERMINOLOGY:

Employee: All individuals who agree to work on a full-time or part-time basis for HWDSB for a specified or indeterminate period. In addition, Salary or wages are paid, less statutory deductions.

Attendance Management 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.



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Healthy Workplace: One in which all employees collaborate to use a continual improvement process to protect and promote the health, safety and well-being for all employees. This includes physical and psycho-social health and safety, personal health and commitment to the internal and external community.

Engagement: Engagement is present in the work environment where employees feel connected to their work and are motivated to do their job.

Equitable: Fair and impartial.

ACTION REQUIRED:

Implement an attendance management program that supports employees to regularly attend work.

PROGRESS INDICATORS:

Intended Outcome	Assessment
Employees report feeling supported and engaged in their efforts towards contributing to the Board's priorities	Bi-annual staff survey
Employees regularly attend work	Annual attendance report

REFERENCES:

Government Documents

Accessibility for Ontarians with Disabilities Act, 2005 (AODA)
 Charter of Rights and Freedoms
 Municipal Freedom of Information and Protection of Privacy Act, 1990
 Ontarians with Disabilities Act, 2001
 Ontario Human Rights Code, 1990
 Personal Health Information Protection Act, 2004, SO, c. 3
 Workplace Safety and Insurance Act, 1997

The Education Act
 Employment Standards Act
 Collective Agreements