



Employee Attendance Support

Date Approved: 2023

Projected Review Date: 2027

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PURPOSE:

Hamilton-Wentworth District School Board is committed to providing learning and working environments that are welcoming, respectful, accessible and free from discrimination and harassment, and where employees feel safe, supported and accepted to attend work regularly and to contribute to the priorities of the Board.

GUIDING PRINCIPLES:

HWDSB:

- Protects the safety of all employees and students.
- Strives to maintain a healthy workplace where employees feel supported to attend work regularly.
- Promotes and encourages regular attendance at work by all employees.
- Seeks to understand individual challenges or barriers that employees are experiencing with regularly attending work.
- Provides individualized support and guidance to employees who are experiencing challenges with regularly attending work in a flexible and reasonable manner.
- Provides reasonable and appropriate accommodation in alignment with the Ontario Human Rights Code to the point of undue hardship.
- Provides training for supervisors to foster a healthy workplace.
- Administers attendance support in an equitable, fair and transparent manner across all employee groups.

INTENDED OUTCOMES:

HWDSB will:

- Promote a positive culture of employee well-being where employees report feeling supported and engaged in their efforts towards contributing to the Board's priorities.
- Provide individualized support to employees to regularly attend work and actively mitigate and/or eliminate obstacles to regular attendance at work.

RESPONSIBILITY:

Director of Education
Members of Executive Council
Principals, Managers and Supervisors

TERMINOLOGY:

Accommodation: A means of preventing and removing barriers that impede employees with disabilities from participating fully in their employment through modifications or supports that address the barriers that



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employees are experiencing so they can fully participate in their employment.

Attendance Support Program: The practice of offering Board support to employees to assist in early intervention to reduce obstacles that may be impacting attendance at work.

Healthy Workplace: One in which all employees collaborate to use a continual improvement process to protect and 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.

Employee: A person employed by HWDSB who performs work or supplies services for monetary compensation.

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

Equity: A condition or state in which access to opportunities and resources are distributed fairly, justly and equitably. Equity involves treating some people differently or giving them what they need so they may meet the same outcomes as others.

Supervisor: The person who has charge of a workplace or authority over an employee.

ACTION REQUIRED:

Maintain an Attendance Support Program where HWDSB identifies obstacles that may be impacting employees' ability to attend work regularly by promoting a positive culture of well-being.

PROGRESS INDICATORS:

Intended Outcome	Assessment
Promote a positive culture of employee well-being where employees report feeling supported and engaged in their efforts towards contributing to the Board's priorities.	Staff Wellness Survey Attendance Support Program data
Provide individualized support to employees to regularly attend work and actively mitigate and/or eliminate obstacles to regular attendance at work.	Annual attendance report Attendance Support Program data Supports specific to individual employee circumstances are identified and communicated with the employee and implemented where appropriate.

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REFERENCES:

Government Documents

Accessibility for Ontarians with Disabilities Act
Charter of Rights and Freedoms
Municipal Freedom of Information and Protection of Privacy Act
Ontarians with Disabilities Act
Ontario Human Rights Code
Personal Health Information Protection Act
Workplace Safety and Insurance Act
Accessible Canada Act
Education Act
Employment Standards Act
Collective Agreements