



## KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

### ADMINISTRATIVE REGULATIONS

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**Section:** Human Resources  
• Employee Relations

**Regulation Code:** HR-4.5.1  
**Policy Code Reference:** HR-4.5

**Regulation:** HEALTH AND MEDICAL – EMPLOYEES

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This administrative regulation is written in accordance with the guiding principles in Board Policy No. HR-4.5, Health and Medical – Employees, and with legislation respecting occupational health and safety, workers' compensation, public health, and human rights.

The management of an employee's absence from work will be consistent with legislation and with the Attendance Awareness and Support Guidelines issued to all supervisors by the Human Resource Services department.

#### **1. Workplace Accommodations**

- 1.1 The Board will make every reasonable effort to arrange meaningful and appropriate accommodation for any employee requiring accommodation due to a medical condition or disability, up to the point of undue hardship for the employer.
- 1.2 It is recognized that all accommodations will be developed in a manner that reflects a balance between the rights of the employee and the right of the Board to operate a productive workplace and in compliance with the provisions of the Ontario Human Rights Code, the Workplace Safety and Insurance Act and the Occupational Health and Safety Act.
- 1.3 Accommodation programs will be individualized, based on physical, emotional, or intellectual abilities in a manner that respects the individual employee's dignity and that enables the employee to perform the essential duties of the job.
- 1.4 In the event that the employee is no longer able to perform the essential duties of the employee's position, the Board may, if appropriate, arrange for alternative work through the Board accommodation process where necessary. If this is not possible, the employee may, subject to eligibility requirements as specified by the insurer, be eligible to receive benefits such as sick leave, long-term disability and/or other benefits in which the employee is enrolled.
- 1.5 Where a medical condition of an employee poses a health or safety risk to the employee, or to others in the workplace, including students, other employees and members of the public, the employee may be excluded from the workplace on advice of the employee's physician and/or Medical Officer of Health.

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