



Durham Catholic District School Board

“The Board”

Policy

Title: Disability Management	Policy #: PO312
Policy Area: Human Resources and Administrative Services	
Source: Superintendent of Human Resources and Administrative Services	
Date Approved: May 7, 2018	
Dates of Amendment:	

1.0 **Introduction**

Durham Catholic District School Board is committed to providing temporary modified work assignments (when medically supported) to employees who are unable to perform their full regular duties for which they are employed because of illness or injury or other disability as defined under the *Ontario Human Rights Code*. To ensure for the dignity of the person, the work will be productive and rehabilitative for the employee and add value to the operations of the Board. The Durham Catholic District School Board is also committed to providing permanent work assignments to employees with permanent medical restrictions, based on objective medical findings, as substantiated by qualified and accepted healthcare practitioners, and suitable job vacancies consistent with an employee’s skills, abilities and qualifications, whenever possible.

2.0 **Definitions**

Occupational - An injury or illness that happens in the course of your workplace.

Non-Occupational - An injury or illness that happens outside of the workplace.

Disability Management - a planned and clearly defined process, consistently applied across all employee groups for managing occupational and non-occupational illness, injury and disability. It is designed to facilitate rehabilitation and occupational reintegration in accordance with the Board’s collective agreements, terms and conditions of employment, Long Term Disability Benefit Plans, the *Ontario Human Rights Code*, the *Occupational Health and Safety Act* and the *Workplace Safety and Insurance Act*. This process will work through a collaborative and co-operative team approach involving the employee, the principal/supervisor or association/employee/union representative and where requested by the employee, the health care and treatment professionals’ information, external service provider where necessary, and the WSIB/Disability Claims Management Officer under the direction of the Superintendent – Human Resources and Administrative Services.

3.0 **Purpose**

- 3.1 The purpose of the Disability Management Policy is to provide a framework for temporary and permanent modified work and to reintegrate employees with disabilities back into an inclusive and supportive work environment in a safe and timely manner, and to regularly review their progress to ensure successful rehabilitation to the pre-disability position.
- 3.2 Additionally, the purpose of this Policy is to provide a framework for a Disability Management Administrative Procedure in support of employees returning to work after an illness, injury or other disability. This policy ensures that all employees are given full and objective consideration with respect to their workplace accommodation needs, including the provision of equipment, tools and/or adjustments to the workplace that will enable them to perform the essential duties for which they are employed by the Board. This will be achieved in accordance with the following considerations:
- 3.2.1 to promote and ensure the Board's compliance with the requirements of the *Occupational Health and Safety Act*, the *Workplace Safety and Insurance Act (WSIA)*; and *Accessibility for Ontarians with Disability Act 2005 and Ontarians with Disabilities Act 2001*.
 - 3.2.2 to promote a planned and collaborative process that is consistently applied to provide assistance and early intervention opportunities for employees with a disability;
 - 3.2.3 to develop and sustain collegial Disability Management Teams consisting of Board and employee representatives, which will assist with the facilitation best practices with respect to a safe and timely return to work and claim resolution;
 - 3.2.4 to facilitate early access to appropriate medical interventions and rehabilitation services;
 - 3.2.5 to provide occupational re-integration in a safe and timely manner so as to provide for the employee's dignity and respect and minimizes lost time costs; and
 - 3.2.6 to provide employees with a means of timely restoration of maximum physical/psychological functional ability, enhanced morale, and productive and reliable work.

4.0 **Application/Scope**

This policy applies to every employee of the Durham Catholic District School Board.

5.0 **Principles (cont'd)**

- 5.1 Consistent with the Board's Mission Statement, Gospel values, the Catholic Social Teachings and the teachings of the Catholic Church, this Policy and supporting Administrative Procedure are focused on respecting the dignity and worth of all employees. To that end, the Board recognizes:
- 5.1.1 its responsibility to implement an effective and comprehensive collaboration process for managing absence and disability due to illness and injury in the workplace;
 - 5.1.2 its responsibility to assist and support employees experiencing disability due to illness or injury to achieve maximum recovery and optimal function;
 - 5.1.3 its responsibility to develop a comprehensive strategy to establish best practices to manage transitional work programs with illness, injury and disability in the workplace;
 - 5.1.4 the importance of accommodating illnesses, injuries and disabilities in the workplace and that the Board as an employer and all employees and their representatives, have important roles to play to ensure the effectiveness of the Disability Management Program;
 - 5.1.5 an effective Employee Disability Management Program benefits the Board and all of its employees wherein all employees have an essential role in ensuring the program's success; and
 - 5.1.6 reducing the risk of illness and injury is related to proactive health, safety and wellness programs, a well-functioning Joint Health and Safety Committee, including but not limited to, employee educational and training initiatives.

6.0 **Requirements**

- 6.1 The Director of Education or designate will:
- 6.1.1 establish and maintain a Disability Management Policy and Administrative Procedure to correspond with the requirements of Employee Long Term Disability Benefit Plans, appropriate legislation, Attendance Support Policy and Administrative Procedure, Transitional Work Program Administrative Procedure, and Substance Abuse Intervention/Prevention Administrative Procedure.
 - 6.1.2 inform all staff of their individual rights and responsibilities with regard to participating in a Disability Management Program, including transitional work;
 - 6.1.3 develop disability and other related strategies designed to decrease the prevalence and severity of occupational and non-occupational disability;
 - 6.1.4 design a quality assurance program to monitor the effectiveness of timely and appropriate treatment for those who have sustained an occupational or non-occupational disability; and
 - 6.1.5 establish appropriate measures to encourage compliance to this Policy and any associated policies, administrative procedures and programs.

7.0 **Sources**

- DCDSB/APSSP Collective Agreement
- DCDSB/CUPE Educational Assistants Collective Agreement
- DCDSB/CUPE Facilities Services Collective Agreement
- DCDSB/CUPE Secretarial/Clerical/Technical Collective Agreement
- DCDSB/ETFO Collective Agreement
- DCDSB/OECTA Elementary Teachers' Collective Agreement
- DCDSB/OECTA Occasional Teachers' Collective Agreement
- DCDSB/OECTA Secondary Teachers' Collective Agreement
- DCDSB/Chaplains Terms and Conditions of Employment
- DCDSB/CPCO Principals and Vice Principals Terms and Conditions of Employment
- DCDSB/Middle Management Terms and Conditions of Employment
- DCDSB/Non Union Terms and Conditions of Employment
- DCDSB Long Term Disability Benefits Plans
- *Occupational Health and Safety Act, 1990*
- *Workers' Safety and Insurance Act, 1997*
- *Ontario Human Rights Code, 1990*
- *Personal Health Information Protection Act (2004) PIPEDA*
- *Freedom of Information and Protection of Privacy Act*
- Accessibility for Ontarians with Disability Act 2005
- Ontarians with Disabilities Act 2001

8.0 **Related Policies and Administrative Procedures**

- AP312-1 – Disability Management Administrative Procedure
- AP312-2 – Substance Abuse Intervention/Prevention Administrative Procedure
- PO321 – Employee Attendance Support Policy
- AP321-1 – Employee Attendance Support Administrative Procedure
- AP328-6 – Transitional Work Program Administrative Procedure