

JAMES BAY LOWLANDS SECONDARY SCHOOL BOARD

Policy: Workplace Accommodation	No. 718
Section: Personnel and Employee Matters	Page: 1 of 1
Date Approved: November 24, 2015	Board Motion: 5030-11-15
Cross Reference: Workers' Compensation Act, Ontario Human Rights Code	Date Revised: November 24, 2015

A. POLICY

The Employer shall, where possible, assist disabled employees to return to work and continue employment within the Board.

B. GUIDELINES

1. The employee's disability must be substantiated by medical documentation.
2. Assistance may be requested independently by the employee or through a joint request.
3. Assistance may be provided on a case-by-case basis. Terms of reference will include:
 - 3.1 Length of Services – the norm being one year of permanent employment. .
 - 3.2 Degree of disability.
 - 3.3 Cause of disability.
 - 3.4 Job Market
 - 3.5 Undue hardship on the employer.
4. Assistance will begin with, but not be limited to, creative and innovative solutions to make the employee's current job suitable and to provide continuing employment.
5. Employees seeking assistance will accept placements.
6. All affected parties will make a reasonable attempt to implement this policy without unduly affecting the effective and efficient operation of the Board.