

Administrative Procedure 419

MEDICAL EXAMINATIONS

Background

In order to fulfill the responsibilities of their position, employees need to be in good health. While the *Human Rights, Citizenship and Multiculturalism Act* places certain restrictions on what employers may include as part of the application forms, employers do have the right to request medical health information from prospective or existing employees. Section 118, *School Act*, governs the requirement of a medical examination.

Procedures

1. As a condition of employment, every applicant shall submit evidence of a medical examination, which substantiates that the applicant is medically fit to perform the duties required for the position.
2. An employee may be required at any time to obtain a medical statement from a qualified physician named or approved by the Superintendent at Board expense, if it is believed that the employee may not be in adequate physical or mental health to perform the necessary duties required of the position.
3. An employee who is absent, due to illness, for six or more consecutive working days shall be required to submit a medical statement verifying the illness.
4. An employee, who has been on sick leave, long-term disability, or workers compensation, shall provide a written statement from a qualified physician prior to returning to work, stating that they are able to perform the duties for which they were employed.
5. All medical information collected by the division will be treated as confidential and retained in the employee's personnel file.