

## **MEDICAL EXAMINATIONS**

### **Background**

In order to fulfill the responsibilities of their position, employees need to be in good health. While the Alberta Human Rights 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 226, *Education Act*, governs the requirement of a medical examination.

### **Procedures**

1. As a condition of employment, applicants may be requested to 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 under contract 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 medical reasons, for three or more consecutive working days shall be required to submit a medical statement verifying the illness. The provision of a medical statement may be waived at the sole discretion of the Deputy Superintendent.
4. An employee, who has been on medical 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. Medical information as directed by this Administrative Procedure will be treated as confidential and securely retained by the Human Resources Department.

**Legal References:**        **Section 226, *Education Act***