



Date: **March 26, 2024**
Prepared by: **James Duff, Executive Manager – Human Resource Services**
Subject: **Policy Approval – Human Resource Services**

Background

The following two (2) policies and related administrative procedures are being brought forward in draft to the Policy Vetting Committee for review:

- *Sec. D Policy – Confidentiality of Medical Records*
- *Sec. D Policy – Remain at Work, Return to Work, and Modified Work Program*

Confidentiality of Medical Records – this policy and procedure was initially created in 2017 following a School Board Co-operative Inc. (SBCI) Absence Audit that recommended the Board create a policy to clearly define the school board’s approach in any aspect of the collection, maintaining and disposal of records covered under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). SBCI’s supported our initial creation of this policy and recently conducted a formal review of the language. Based on this review, no significant revisions are required as the current policy and procedure language sufficiently addresses this matter.

Remain at Work, Return to Work, and Modified Work Program – this procedure has been updated and expanded to align with our current Disability Management practices for occupational and non-occupational absences. Working in collaboration with SBCI, we reviewed and updated the procedures to include more robust all-encompassing disability management program language. Revisions include a considerable amount of reformatting of existing language. Further to the above, the title of this policy and procedure has been updated to Disability Management Program – Early Intervention, Accommodation and Return to Work

Recommendations

That the St. Clair Catholic District School Board receive the report: *Policy Approval – Human Resource Services*, for information.

That the St. Clair Catholic District School Board approve *Sec. D Policy – Confidentiality of Medical Records*, effective March 26, 2024.

That the St. Clair Catholic District School Board approve *Sec. D Policy – Remain at Work, Return to Work, and Modified Work Program*, effective March 26, 2024.