



Niagara Catholic District School Board

## **ATTENDANCE SUPPORT PROGRAM POLICY**

STATEMENT OF GOVERNANCE POLICY

200 – Human Resources

Policy No 201.16

Adopted Date: June 23, 1998

Latest Reviewed/Revised Date: December 15, 2015

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, all employees have the responsibility of contributing to the success of the organization in fulfilling its Mission, Vision and Values for students and the families it serves.

To achieve the Mission of the Board, the Board is committed to creating and maintaining a healthy workplace for all employees as both individual and organizational health, are important factors affecting the ability of all employees to attend work and to contribute fully to its mission.

To achieve the Board's Mission, Vision, and Values regular attendance by all employees is an essential expectation. It is the responsibility of all employees to manage their regular attendance in order to maintain the quality of programs and services, to students, staff and the community, as well as ensuring a fair distribution of work among colleagues. All employees have a responsibility to ensure their optimal and consistent regular and prompt attendance at work so as to fulfill their duties and responsibilities. Through a supportive process, the Board will ensure the regular monitoring of attendance of all employees as part of the board's duties and fiscal responsibilities

The Attendance Support Program (ASP) is a non-disciplinary, supportive program that respects and protects the confidentiality and privacy of employee information. Throughout all aspects of the phased program, the Board is committed to establishing healthy relationships and working together in a mutually respectful environment that is caring of all employees. The focus of the Attendance Support Program is to create, maintain and support a healthy workplace, which includes the physical and social environment, as well as personal health practices by addressing workplace, wellness and promoting a healthy workplace.

This Attendance Support Program combines prevention, intervention and supportive assistance to achieve the goals of personal and workplace wellness.

The Niagara Catholic District School Board Attendance Support Program (ASP) is built upon the following principles:

- a. To encourage optimal and consistent attendance at work by supporting all staff in a sensitive, caring and compassionate manner.
- b. To provide assistance to all employees who are absent from work by utilizing effective practices, supports and return to work procedures.
- c. To hold all staff accountable through a subsidiary approach for responding to absenteeism by an employee's immediate supervisor.
- d. The Attendance Support Program (ASP) will comply with the legislated Short Term Sick Leave and Disability Plan.
- e. Through objective standards, culpable absences will be managed through the independent process consistent with the Collective Agreement, Terms and Conditions of Employment and the Education Act.
- f. To apply this program in a manner consistent with the Ontario Human Rights Code and any other applicable legislation.

The Director of Education will issue [Administrative Operational Procedures](#) for the implementation of this policy.

**References:**

- [Employment Standards Act](#)
- [Municipal Freedom of Information and Protection of Privacy Act](#)
- [Ontario Human Rights Code](#)
- [Workplace Safety and Insurance Act](#)
- [Employee Assistance Program \(EAP\)](#)
- [Education Act and Regulations](#)
- **Niagara Catholic District School Board Policies/Procedures/Documents**
  - [Equity and Inclusive Education Policy \(100.10\)](#)
  - [Employee Code of Conduct and Ethics Policy \(201.17\)](#)
  - [Employee Workplace Harassment Policy \(201.7\)](#)
  - [Accessibility Standards Policy \(800.8\)](#)
  - [Collective Agreements](#)
  - [Terms and Conditions](#)

<b>Adopted Date:</b>	November 27, 2012
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