



BRING *your* BEST

ATTENDANCEWELLBEINGACCOMMODATIONSAFETY



Attendance Support

The Attendance Support Program has been developed to raise awareness and offer support to employees that are experiencing higher than normal absences and to promote regular attendance at work.

Why It's Important

- Consistent attendance creates a stable learning environment for students and contributes to an effective and positive learning environment
- Raising awareness and offering support to employees will decrease absences and increase continuity for students
- Research shows that 52% of absences can be caused by factors other than illness such as social influences, personal characteristics and organizational influences
- Engaging in meaningful conversations will break down barriers and help problem solve obstacles employees are facing

Program Details

1. Attendance of employees with the highest 5 percentage of absences will be reviewed
2. An information kit will be sent to employees to raise awareness of their attendance and offer supports
3. An Attendance Support Meeting will occur if there are still concerns about attendance after the information kit has been provided
4. Progress will be monitored
5. A follow-up meeting will occur with the employee to discuss improved attendance or additional supports necessary


Health & Wellbeing

Why It's Important

- Work in the educational environment can be physically and mentally demanding
- Psychological health and well-being matters, not only to support our students but also to ensure employees have the stamina and healthy mind to enjoy life outside of work
- Research indicates an unhealthy work environment can result in:
 - 3 times increased risk of heart problems
 - 3 times increased risk of back pain
 - 5 times increased rate of cancers
 - 2-3 times increased risk of mental health problems
- Most people through lifestyle changes can improve the quality of their health

Program Details

1. **Employee Assistance Program** – a confidential and voluntary support service. You can receive support over the telephone, in person, online, and through a variety of issue-based health resources
2. **Health Promotion and Education** – online health seminars, workshops, and newsletters designed to provide ongoing education and awareness on a variety of health related issues
3. **Incentive Programs** – Participate in health campaigns and sign up for workplace health activities and earn rewards for achieving specific personal health goals
4. **Self-Assessment Tools** – using online tools assess how you manage your stress, relationships, fitness, weight and work/life balance



Health and Wellbeing programs are designed to provide tools, educational resources and services to help employees deal with challenges that may impact work performance, physical health and internal wellbeing. These programs offer opportunity to help the employee balance priorities and maintain optimum total health both at home and in the workplace.

Return-to-Work & Accommodation

Why It's Important

- The longer an employee is off work, the less likely they are to return to their own job or any job
- A focus on safe and sustained return-to-work practices will reduce the likelihood of reoccurrence
- Clear and transparent processes and procedures will reduce confusion and uncertainty
- Maintaining contact while an employee is away from work promotes a culture of care and concern for their wellbeing

Program Details

1. For an absence of longer than 5 days, the District will contact employees and inform them of the process, forms and supports available
2. The District will partner with employee's medical provider to go through the accommodation request process
3. Regular check-ins during and after returning to work to see how employees are doing and if additional supports are required
4. Ensure employees are medically fit to return to work by receiving medical clearance from the medical provider
5. We will prepare for the return-to-work by planning with employees and their manager to ensure a safe and sustained return to work



The Return-to-Work & Accommodation Program has been developed to assist employees to stay-at-work or return-to-work after they have experienced an illness or injury.



The workplace safety program has been developed to create a safe environment for employees and achieve the highest standards in workplace safety.

Workplace Safety

Why It's Important

- It furthers our goal to keep people safe to reduce and eliminate workplace injuries
- Ensuring safety for staff and students supports a healthy learning environment
- Training staff to proactively address safety issues helps prevent accidents before they happen
- Staff leadership in safety demonstrates excellent role modeling for students
- Fostering a positive culture of safety strengthens workplace safety year after year

Program Details

1. **Training Education and Certification** – from site orientation training, to non-violent crisis education, and first aid certification, the District provides safety training opportunities for staff throughout the year
2. **Hazard Identification and Control** – our inspection program is just one feature of our system for hazard identification and control to manage workplace hazards
3. **Safe Work Practices and Procedures** – examples of our written procedures include the respiratory protection program, violence prevention program, and confined space entry program
4. **Onsite Safety Interventions** – provides proactive support and follow-up services to reduce the impact of student incidents
5. **Joint Occupational Health and Safety Committee** – each site has a dedicated safety committee that works together to promote the highest standards for occupational health and safety

Key Contacts

Benefits

- Teacher
604-859-4891 ext 1272benefits@sd34.bc.ca
- Support
604-859-4891 ext 1216.....benefits@sd34.bc.ca

Dispatch

- Teacher604-859-4891 ext 1253
- Support604-859-4891 ext 1215

Return-to-Work Support

- Elementary Teachers.....604-859-4891 ext 1227
- Middle/Secondary Teachers.....604-859-4891 ext 1228
- Instructional Support Staff604-859-4891 ext 1238
- Clerical, Facilities, IT604-859-4891 ext 1209

Occupational Health & Safety

604-859-4891 ext 1211mysafety@sd34.bc.ca

BCTF Health & Wellness

1-800-663-9163 local 1921benefits@bctf.ca

Teamsters National Benefit Plan

1-888-478-8111.....benefits.pension@teamsterbenefits.ca

Employee & Family Assistance Program

1-800-387-4765.....workhealthlife.com

Bring your best

Every day, in every classroom and office at Abbotsford School District, we depend on each employee to provide a world-class, innovative educational experience **for students.**

Your efforts make a difference.

“Bring your best” helps ensure you have the **support** to be healthy, productive and enjoy your work.

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