



BRING *your* BEST

ATTENDANCEWELLBEINGACCOMMODATIONS SAFETY




Bring your best



Attendance Support

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

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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.

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



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Health and Well-being 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.

Health & Well-being

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 and community health activities.
4. **Self-Assessment Tools** – using on-line tools assess how you manage your stress, relationships, fitness, weight and work/life balance.


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 re-occurrence
- 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 well-being

Program Details

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

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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.



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 pro-actively 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



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

Program Details

1. **Training Education and Certification** – from site orientation training, to non-violent crisis education, to 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.
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. A District team reviews all reports.



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Key Contacts

Benefits

- Teacher
604-869-2411 ext 110benefits@sd78.bc.ca
- Support
604-869-2411 ext 102benefits@sd78.bc.ca

Return-to-Work Support

- 604-869-2411 ext 106mysafety@sd78.bc.ca

Occupational Health & Safety

604-869-2411 ext 106mysafety@sd78.bc.ca

Report Unsafe Work.....604-869-2411 (ask for a snr. Manager)

Fraser-Cascade Teachers Association

604-869-9383

BCTF Health & Wellness

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

CMAW Local (Support Workers)

Contact the District Office for information 604-869-2411

Employee & Family Assistance Program

1-800-667-0993fseap.bc.ca

As special thank you to the Abbotsford School District for their expertise and resources.

sd78.bc.ca/district/staff-resources/

Bring your best

Every day, in every classroom and office at School District 78, we depend on each employee to be “pulling together to improve the achievement of all learners”

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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