

Employees need to be in good health to fulfill the responsibilities of their position. While the *Human Rights, Citizenship and Multiculturalism Act* places certain restrictions regarding what personal information an employer may collect in the application form, employers have the right to request medical health information from prospective or existing employees. Section 118 of the *Education Act* governs the requirement of a medical examination.

Procedures

1. As a condition of employment, prospective employees may be required to supply a certificate of good health signed by a qualified medical practitioner.
2. In the case of a current employee:
 - 2.1 Should the Superintendent request a certificate of good health, the Superintendent shall designate the medical practitioner at the expense of the Board.
 - 2.2 Should the employee require a medical certificate to qualify for sick leave with pay, the employee is responsible for the fee.
3. All medical information collected by the Division will be treated as confidential and will be retained in the employee's personnel file.

Reviewed/Revised: March 2014, July, 2018