



EMPLOYMENT POLICY MANUAL

Subject: Post-Offer, Pre-Employment Work Related Medicals	Approval Date: June 17, 2013	By-Law No. 1785-13
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3.10 POST-OFFER, PRE-EMPLOYMENT WORK RELATED MEDICALS

1. POLICY APPLICATION

It shall be the policy of the Municipality of Red Lake to complete Work Related Medicals for all successful employees and volunteer firefighters. Work Related Medicals shall be completed prior to completion of the probationary period. The Municipality will follow all employment standards and human rights legislation governing the use of pre-employment medical evaluations

2. HUMAN RIGHTS CONSIDERATIONS

It important to ensure obligations under any policy (or collective agreement) are fulfilled as to ensure that any conduct towards the employee is not in violation of the Human Rights Code. If accommodations can be made to meet the restrictions, permanent or temporary, then these must be put into place. Accommodation does not mean creating a new job for the individual and filling their position with another individual but it does mean that there may be required adjustments depending on the nature of the illness/injury.

3. POLICY PROCEDURE

3.1 The Human Resources Manager will advise the employee or volunteer firefighter to proceed with commencement of work.

3.2 Where a Municipal position has Bona Fide Occupational Requirements (BFOR) or qualifications for employment in the position, the Municipality will require that all candidates submit to and pass a medical evaluation prior to the completion of their probationary period. The ability to pass a medical evaluation shall be a condition of continued employment for these positions. Work related medicals shall be forwarded to the Human Resources Manager or designate.

3.3 Pre-Employment medical evaluations shall seek to assess only those physical conditions or abilities which have been identified as BFOR or qualifications for the employment or occupation.

3.4 All persons offered the same position shall undergo the same medical evaluation, except where a person has requested accommodation related to a disability and a specific medical examination would assist in determining the appropriate accommodation.



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- 3.5 Males and females will receive the same medical examination, unless there is a reasonable requirement or qualification for the employment that affects only one gender.
- 3.6 Determinations based on the medical examination relate to the person's current ability and not past or possible future disability, unless a reasonable requirement or qualification for the employment supports a different basis for assessment.
- 3.7 Any employee or volunteer firefighter whose work related medical is cause for concern will be advised by the Human Resources Manager or his/her Supervisor. The Municipality reserves the right to sever the employment relationship where a probationary employee is unable to meet the **Bona Fide Occupational Requirements** and/or specific qualifications required for the position.
- 3.8 Any fees for the work related medical shall be the responsibility of the Municipality of Red Lake.
- 3.9 All information obtained through a work related medical shall remain confidential.