

## **CERTIFICATE OF MEDICAL FITNESS**

### **Background**

Occasionally the specific nature of jobs requires a pre-determined level of health to ensure effective functioning in the position. While the Alberta Human Rights Act prohibits requests for health information as part of the application, Divisions do have the right to request medical health information from prospective or existing employees in certain circumstances.

Employees or prospective employees may be required to supply a certificate of medical fitness in relation to a specified position, signed by a qualified medical practitioner.

### **Procedures**

1. Prospective Employees
  - 1.1 Certificates of medical fitness are not to be requested as part of the application for employment information.
  - 1.2 Requests for certificates of medical fitness may be made by the Superintendent prior to a final contract offer.
  - 1.3 In the event that the state of health of the prospective employee significantly affects his/her ability to do the job, the Superintendent has the authority to withhold a contract of employment.
2. Existing Employees
  - 2.1 Existing employees, during the period of their employment, shall provide a certificate of medical fitness signed by a medical practitioner, if so requested by the Superintendent.
  - 2.2 When such a request is made, the Superintendent shall designate the medical practitioner and the Division shall pay the fee.
  - 2.3 When a medical certificate is required to qualify for sick leave with pay, the employee is responsible for medical fees.
3. The Superintendent is responsible for reviewing the requirements of positions and requesting certificates of medical fitness from prospective and existing employees.
4. All medical information collected as a result of requests initiated by the Division will be treated confidentially.

Reference: Section 19, 20, 22, 60, 61, 92, 93, 95, 96, 97, 113, 116, 117, 118, School Act  
Child, Youth and Family Enhancement Act  
Employment Standards Act  
Freedom of Information and Protection of Privacy Act  
Alberta Human Rights Act