



## **Total Abilities Management Program**

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**Memo To:** All Staff  
**From:** Director of Education

### **ACCESSIBILITY:**

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### **PURPOSE:**

The Waterloo Catholic District School Board (WCDSB) believes that both individual and organizational health are important factors affecting the ability of all employees to attend work and to fully contribute to the Board's mission. To that end, the WCDSB has a program that combines both prevention and intervention to achieve improved organizational and individual health. This supportive program fosters collaboration between the employee, the union and the WCDSB to address barriers to workplace wellness, attendance and support successful return to works.

The purpose of the Total Abilities Management Program (TAM) is to:

- Support employees who are unable to work due to a physical or cognitive illness, injury and/or disability by applying disability management best practice.
- Promote wellness strategies and employee well-being supports.
- Provide a positive, consistent and standardized attendance support program for all employees focussed on adopting medical and well-being supports and strategies with the goal of regular and consistent attendance.
- Facilitate return to work programs where applicable for employees who have been absent from work due to illness or disability.
- Develop appropriate, individualized accommodation plans that address barriers to full workplace participation while preserving the dignity of the employee, in accordance with Accessibility for Ontarians with Disability Act and the Ontario Human Rights Code.

### **REFERENCES:**

- Ontario Human Rights Code
- Accessibility for Ontarians with Disability Act (AODA)
- Employment Standards Act
- Municipal Freedom of Information and Protection of Privacy Act
- Personal Information Protection and Electronic Documents Act (PIPEDA)

### **FORMS:**

- N/A



## REPORTS:

- N/A

## APPENDICES:

- Appendix A: [Total Abilities Management Program Handbook](#)
- Appendix B: [Disability Management Operating Procedures](#)

## COMMENTS AND GUIDELINES:

The Total Abilities Management (TAM) Program provides a comprehensive approach to facilitate workplace participation of employees with a physical or cognitive occupational and non-occupational illness, injury and/or disability. Administrators/Supervisors, the Human Resource Services Department and each employee share accountability for the Program.

The key components of the TAM Program are:

1. Prevention
2. Reporting of absences
3. Health information requirements
4. Attendance support
5. Early intervention, return to work facilitation and workplace accommodation

The TAM Program operates in conjunction with, but does not supersede, the Ontario Human Rights Code, the Occupational Health and Safety Act, and the Workplace Safety and Insurance Act.

The collection, control, use and necessary disclosure of personal information provided for the purpose of determining eligibility for sick leave benefits or for providing employees with disability management services shall be in accordance with the Municipal Freedom of Information and Protection of Privacy Act, Personal Information Protection and Electronic Documents Act, the Occupational Health and Safety Act, the Workplace Safety and Insurance Act, collective agreements and terms of employment, applicable jurisprudence and other applicable legislation.