

Policy & Procedure Manual

**REQUEST TO TRANSFER FOR EXCEPTIONAL
CIRCUMSTANCES - HR-XI-5**

POLICY:

Where it is identified either by an employee or by the employer that the conditions under which the employee is working (i.e. risk of working in an area during pregnancy, permanent restrictions due to an injury/illness) puts their health and/or safety at risk and/or the safety of others, modification and/or a transfer to a more suitable work location may be explored/assessed.

PURPOSE:

1. To ensure employee health and safety.
2. To evaluate the conditions and examine/develop reasonable solutions.

PROCEDURE:

1. Where the employer identifies concerns for an employee in a work area, conversation with the employee will be initiated by the Supervisor and Human Resources, as appropriate.
2. Where the employee identifies concerns, he/she will bring forward such concerns to their immediate Supervisor to explore possible solutions, involving Human Resources, as appropriate. Employees may also refer to policy HR-III-20 – Transfers Outside of Job Postings/Vacancies.
3. All concerns are to be addressed in a timely and reasonable manner and no new health and safety concerns shall arise as a result of a modification/transfer.
4. Supportive medical documentation may be required, as deemed necessary.
5. Transfers initiated may be temporary or permanent, depending on the circumstances and will be confirmed by the Manager of Human Resources.

POLICY: HR-XI-5
DEPARTMENT: Human Resources
CATEGORY: Health and Safety - General
EFFECTIVE DATE: July 2023
SUPERSEDES VERSION DATED: August 2022
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RECOMMENDED BY: Manager, Human Resources

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources,
Supportive Living Services (all)

ORIGINAL POLICY DATE: May 1995

AUTHORIZED BY: Executive Director

SIGNATURE

A handwritten signature in black ink, appearing to be 'L. P. L.', written over a horizontal line.