



## HR BITES - SUMMER 2017

*Welcome to the OAN's HR newsletter where we share thought-inspiring HR trends, good-to-know practices and key HR information for your consideration. The OAN provides members with a shared HR resource for everything HR such as: recruitment and retention, performance management, employee and labour relations, organizational development, orientation and on-boarding, benefits, compensation, disability and accommodation, policies and procedures, coaching, job evaluation, health and safety, legislation and so much more.*

### Interesting things to know

Start the conversation with this guide to problematic **substance use in the workplace**. An excellent resource for ASO Executive Directors and front-line managers:

<http://www.ceapaonline.com/PSUW%20Brochure.pdf>

**A tool-kit for addressing problematic substance use in the workplace:**

<https://www.gnb.ca/0378/acca/pdf/ACCA-Toolkit-English.pdf>

In a recent Canadian study it was found that only **36% of organizations allow pets** in the workplace. HR managers say that pets have a positive impact on workplace happiness!

There has been a **1.4%** increase in the average number of hours worked since June 2016.

The number of Canadians working rose by **45,000** in June 2017

Despite the popularity of social media, 95% of employees surveyed said that email is still the most effective way to communicate internally.



### **Accommodation and Employer Rights**

A recent article written by Sarah Dobson (Canadian HR Reporter) explains how employers have more rights than they realize when it comes to disabilities, accommodation and asking for an independent medical examination. Recent court decisions are encouraging for employers. Yes, you have a duty to accommodate but how can you do that without all the necessary information? In addition to an employer's right to know the functional abilities of an employee before they return to work, employers also have the right to know that an employee is fit to resume the duties of their job. A functional abilities tool/assessment is completed by the employee's doctor whereas the independent medical exam (IME) is completed by a doctor determined by the employer.

Have a look at the new policy for workplace accommodation we prepared for ASOs. You can click on the link below to download your copy or, contact us and we'll help you customize the policy for your workplace.

<http://oan.red/docs/Accommodation%20in%20the%20Workplace%20Sample%20Policy%202017.pdf>



### **Employment Contracts**

Still on the topic of accommodation, one idea to consider when preparing your employment letters/contracts is to include language about medical assessment rights or at least referring to your applicable policies around accommodation, return-to-work and modified work. Effective communication right from the start is a good thing.

## Substance Use in the Workplace

Employers who address substance use issues reap rich benefits, including increased performance, improved safety, better retention, and employee mental health and wellness.

The use of substances while working is not a new topic for HR. As long as there have been workplaces, employers have been dealing with the use and misuse of substances (i.e. alcohol, prescribed medication and other drugs, illegal substances).

For an employer it can be a slippery slope if you start venturing outside of clear HR/workplace policies. The misuse of substances while performing work can impact performance, attendance, client service, safety, attention, public image, etc. It's important to be consistent and treat all employees fairly, utilize an accommodation policy, clearly identify job/performance expectations and communicate effectively. At the same time. Human rights legislation dictates that employers are legally required to accommodate employees with disabilities. In any case, contact your HR professional when dealing with substance use in the workplace to review policies and best-practices.

We wanted to share this is an excellent resource with you. It's a guide to problematic substance use in the workplace. Have questions? Call or email us today.

<https://www.mentalhealthcommission.ca/English/catalyst-april-2017-problematic-substance-use-workplace>

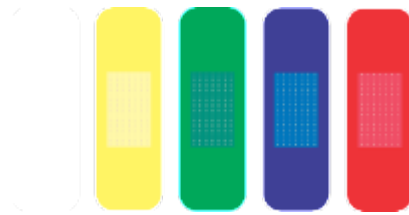
***"It is important to break down stigma about substance use so people can ask for help,"*** says Sandra Koppert, a Workplace Mental Health manager at the Mental Health Commission of Canada (MHCC).

*"Dealing with problematic substance use is not about catching someone doing something wrong,"* says Koppert. *"It's about enabling them to get help so they can continue to be productive not only in the workplace, but in society at large. It is about facilitating that person to thrive."*



Non-profit Executive Directors are focusing more on these HR activities:

1. Increasing organizational effectiveness and individual accountability
2. Reviewing overall recruitment practices to reduce subjective hiring decisions and remove systemic barriers
3. Creating and implementing accommodation policies to address the broader definition of disabilities which includes substance use (see the link to our new policy)
4. Utilizing HR metrics in the workplace to guide strategic planning and organizational goal setting
5. Adapting workplace practice to the changing demographics of their workforce (i.e. the Millennial generation)



### **First Aid**

When was the last time you looked at the number of employees you have trained in first aid? Is it time to see when those first aid certificates expired and set up more training? Regulation 1101 of the Health & Safety Act requires workplaces to have employees certified/trained in first aid.



### **Recruiting Just Got Faster**

Millennials are quickly replacing the baby boomers in the workplace and with this trend comes an increase in use of technology for recruitment and selection. Traditional recruitment has been reactionary (wait for a vacancy and then start recruiting). Globally, HR has seen a shift to more pro-active methods utilizing social media to promote their workplaces and stay connected with potential talent (i.e. Linked-In, Facebook, Instagram, Twitter, Snap-Chat). After all, the millennial generation spends a significant amount of their waking hours on social media/phones. While multiple social media tools are driving faster recruitment tactics make sure you use them wisely. Stay on top of how you market/promote your brand as an employer.

**We're here to help. Have an HR question? Call 1-844-376-7724**