

The Corporation of the Township of North Kawartha

Medical Examinations for Employment-Related Licences Policy

Item	Details
Status	Draft
Policy Title	Medical Examinations for Employment-Related Licences Policy
Policy Type	Human Resources and Workplace
Applies To	Full-Time Employees and Volunteer Firefighters
Policy Owner	Chief Administrative Officer
Approval Authority	Council
Approval Date	
Effective Date	January 1, 2027
Review Date	
Reference Documents	
Legislation	

Medical Examinations for Employment-Related Licences Policy

1. Policy Statement

- 1.1. The Township of North Kawartha recognizes that certain positions require employees and volunteer firefighters to obtain or maintain licences, certifications, or qualifications that include a mandatory medical examination.

Where such medical examinations are required solely for the performance of Township duties, the Township will reimburse the cost of the examination in accordance with this policy.

2. Purpose

2.1. The purpose of this policy is to:

- Support employees and volunteer firefighters in meeting statutory and regulatory licensing requirements.
- Ensure consistent reimbursement practices across the organization.
- Remove financial barriers associated with mandatory work-related medical examinations.
- Promote compliance with applicable legislation and licensing requirements.

3. Scope

3.1. This policy applies to:

- Full-time employees; and
- Volunteer firefighters

who are required by legislation, regulation, licensing authority, insurer, or Township policy to undergo a medical examination as a condition of obtaining, renewing, or maintaining a licence or certification necessary for the performance of their duties.

4. Eligible Medical Examinations

4.1. The Township will reimburse the cost of medical examinations required for employment-related licences and certifications, including but not limited to:

- Ontario Class A, B, C, D, E, F or Z driver's licence medical examinations.
- Other medical examinations approved in advance by the Chief Administrative Officer or designate.

5. Reimbursement

5.1. Eligible Expenses

5.1.1. The Township will reimburse the actual cost of:

- Required medical examinations;
- Physician-completed medical report forms;
- Required vision testing completed as part of the examination.

5.1.2. Reimbursement shall be supported by original receipts or acceptable proof of payment.

5.2. Non-Eligible Expenses

5.2.1. The Township will not reimburse:

- Missed appointment fees;
- Travel, mileage, parking, or accommodation costs unless otherwise approved;
- Medical examinations required for personal licences unrelated to Township duties;
- Additional medical tests or treatments not specifically required for licensing purposes;
- Costs covered by a third-party insurance provider.

6. Authorization

6.1. Employees and volunteer firefighters are expected to obtain approval from their supervisor prior to incurring costs whenever practical.

6.2. The Chief Administrative Officer, Fire Chief, Manager, or designate may authorize reimbursement where:

- The licence or certification is a requirement of the position; and
- The medical examination is required to obtain, maintain, or renew that licence or certification.

7. Submission of Claims

7.1. To obtain reimbursement, individuals shall submit:

- 7.1.1. A completed expense claim form;
- 7.1.2. Original receipts or proof of payment;
- 7.1.3. Documentation confirming the examination was required for a work-related licence or certification.

Claims should be submitted within sixty (60) days of the examination date.

8. Time Away From Work

8.1. Where a medical examination is required by the Township for the performance of an employee's duties, reasonable time attended during scheduled working hours shall be considered paid work time, subject to supervisory approval.

9. Exceptions

9.1. Exceptions to this policy may be approved by the Chief Administrative Officer or designate where circumstances warrant and where such approval is in the best interest of the Township.

10. Administration

10.1. The C.A.O, designate or Human Resources designate, shall be responsible for:

- Administering this policy;
- Maintaining supporting documentation;
- Processing reimbursement requests; and
- Ensuring consistent application throughout the organization.

11. Review

11.1. This policy shall be reviewed periodically and amended as required by Council.