

ADMINISTRATIVE PROCEDURES

SUBJECT: Modified/Rehabilitative Work Following an Injury or Illness

Introduction:

The Lambton Kent District School Board recognizes that modified/rehabilitative work makes a valuable contribution to a more rapid recovery after an injury or illness has occurred. It is committed to working in a cooperative manner with injured or ill employees, their supervisor and their bargaining representative to develop a modified work plan. In addition to accommodating the employee's established medical capabilities, the modified or alternate work must be meaningful and productive for both the employee and the Lambton Kent District School Board.

Procedures

- Wellness Officer is advised that an employee is able to return to work but will require some degree of temporary modification for the employee to safely perform his/her job.
- Wellness Officer obtains additional information regarding the nature of the disability or impairment, the type of accommodation required and the functional capabilities of the employee. Medical information regarding the employee's condition is kept confidential. Information regarding the employee's functional abilities will be communicated to the employee's supervisor.
- Wellness Officer contacts direct supervisor to discuss how the employee's job may be modified. In uncomplicated situations, the supervisor may arrange the return directly with the employee after implementing modifications.
- In complex situations, the Wellness Officer meets or calls employee to discuss return. If a meeting is required, the option to the employee to have Union or Federation representation is made and the employee's supervisor is invited.
- In more complicated cases, the Union or Federation and the employee's supervisor are asked to attend the meeting by the Wellness Officer.
- The accommodation plan or modified duty plan is offered. In all cases of modified work due to a workplace accident, this plan must be in writing. The plan should include a description of the duties the employee will be expected to perform. The identification of duties is not meant to be all-inclusive, but should be thorough enough that there is a clear understanding by all parties of expectations regarding the modified work.
- It is the responsibility of the employee and the Union/Federation to provide input into the identification of, and participation in modified duties. The employee is often the most knowledgeable on ways the job could be modified.

- In the absence of a permanent disability, the plan should be progressive and a tentative end date is identified. The length of each return to work plan will be dependent on the nature of the disability and the recovery period.
- Follow up sessions should be scheduled regularly (recommend bi-weekly) with the supervisor to monitor progress.
- In cases where the accommodation will require extended periods of time or considerable modification to the employee's duties, a brief written plan should be prepared by either the supervisor or Wellness Officer, and signed by all parties.
- It is the responsibility of everyone involved to work together to communicate to the Wellness Officer any problems or deviations from the plan.

Implementation Date: April 14, 2004

Reference(s): **Board Policy - Attendance Support Program (A-OP-426)**
**Municipal Freedom of Information and
Protection of Privacy Act**
Ontario Human Rights Code
Occupational Health and Safety Act
Workplace Safety and Insurance Act