



Personnel and Employee Relations 7570 Managed Rehabilitation (Illness and/or Injury)	Administrative Application	
	Effective:	January 27, 2015
	References:	Canadian Medical Association Return to Work Policy Provincial Collective Bargaining Agreement (Article 7) Health Information Protection of Privacy Act (HIPPA) Personal Information Protection & Electronic Documents Act (PIPEDA) Local Collective Bargaining Agreements – LINC & CUPE Saskatchewan Regulations of the Human Rights Code SSBA Insurance Policy Workers Compensation Legislation Saskatchewan Employment Act 2014 ER-2 Treatment of Staff and Volunteers
	Status:	Operational

Preamble

The Board recognizes and values the contribution of its employees and accepts that there are times when absence from work is unavoidable. The Board expects the regular attendance at work of employees and promotes the maintenance of a safe and healthy work environment. The Board supports mechanisms to address wellness, health and safety.

This administrative application applies to all employees. It includes employees who make application for sick leave, Workers' Compensation and/or Long-Term Disability and/or ICP.

Definitions

1. Rehabilitation

Rehabilitation is the process aimed at enabling a person with impairment to reach his/her optimal mental, physical, cognitive and/or social functional level. The emphasis is on function. It may include a functional abilities assessment or independent medical assessment to determine function. When functional impairments specifically relate to work, vocational rehabilitation is necessary. Vocational rehabilitation is all of the activities necessary to bring the individual to a "work-ready" level. This can include vocational, medical and psychological rehabilitation. In order for an individual to return to work, he or she must be able to function at physical and emotional levels that are compatible with the person's job tasks and demands.

2. Return to Work

Return to work is a formalized/written plan outlining how the employee will return to work. The plan can include return to one's own job; adjustments to the job without changing essential job or education requirements; making ergonomic changes to the workstation; provision of special devices or services; adjustment to hours of work; part-time; job-share, transfers, relocation or training for alternate roles. It looks first to the employee's location, their own job; then to different location, similar job; same location, different job; until all possibilities have been exhausted. It



does not include creation of new positions; bumping employees out of positions; or receiving the same remuneration as original position.

Application

The Board is committed to the implementation of a managed program that focuses on rehabilitation, return to work, and strategies that include wellness, health and safety.

1. Vision Statement for the Program

The program strives to provide integrated services that are committed to a proactive approach to wellness, health, safety and productivity for employees.

2. Program Objectives

Program objectives focus on:

- a. Providing appropriate support to ill/injured employees and facilitate successful rehabilitation.
- b. Returning employees to meaningful employment as soon as medically advisable.
- c. Progressive return to work in a safe and timely manner as part of the recovery process.
- d. Reducing the length of time lost due to illness or injury by supporting stay at work or return to work initiatives.
- e. Providing support and guidance to departments in their efforts to accommodate employees. Refer to Administrative Application 7571 - Return to Work (Duty to Accommodate)
- f. Reducing the risk of re-injury/illness upon return to work through planning, workplace modification, monitoring and education.
- g. Proactively providing administration and employee groups with information and data to identify illness/injury trends to assist them in appropriate early intervention and preventative measures.
- h. Developing and maintaining a healthy workforce while improving the quality of working life for all employees, which will enhance commitment to bringing our best in providing quality Catholic education.
- i. Enabling supervisors to manage absence due to illness/injury effectively and consistently.

3. Roles and Responsibilities

a. Employees

The employee will:

- i. Seek medical or other assistance to enable a return to work at the earliest opportunity.



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- ii. Participate in an open and regular dialogue with their supervisor/administrator regarding their ability to perform work.
 - iii. Provide the appropriate medical documentation at requested time intervals.
 - iv. Comply with the process for early intervention and return to work.
- b. Supervisor/Administrator
The supervisor or administrator will work with Human Resource Services, employee, and employee representatives as described in application guidelines.
- c. Human Resource Services
Human Resource Services will:
- i. Work in partnership with supervisors, administrators, and employee representatives, to ensure fair and consistent treatment of employees within the framework of Administrative Application 7560 – Attendance Management.
 - ii. Assist administrators, by providing advice support and referrals when necessary to Employee and Family Assistance Program, or other outside services.
 - iii. Assist administration/supervisors to facilitate a return to work; seek alternative employment; and any other action required under the employer's legal responsibilities.
 - iv. Provide administrators with timely and competent **return to work advice based on medical evidence** regarding employee capabilities in order to make placement decisions or develop return to work solutions.
 - v. Provide employees with a confidential service by protecting their medical diagnosis information and the storing of that information under the *Health Information Privacy Act Guidelines*.
 - vi. Provide information regarding wellness.
- d. Employee Representative/Union
The employee representative/union will:
- i. Represent members in the workplace at formal stages of the program at the request of the member.
 - ii. Provide support and advice to members and assist with promotion of program.
 - iii. Work in partnership with superintendents, supervisors, Human Resource Services and/or designate, to ensure fair and consistent treatment of employees within the context of appropriate privacy legislation.