



HURON-PERTH CATHOLIC

District School Board

Modified Work

| | | | |
|----------|---------------|------------------|----------------------|
| Adopted: | June 22, 1998 | Policy #: | P 3.4.10. |
| Revised: | May 28, 2018 | Policy Category: | 3.4. Human Resources |

POLICY STATEMENT:

The Huron-Perth Catholic District School Board is concerned for the safety and well-being of its employees. In accordance with its legal obligations, the Board recognizes the benefit of developing a modified work policy to provide suitable work to any employee who is temporarily or permanently unable to perform his/her normal duties as a result of an occupational or non-occupational injury or illness.

The Modified Work Program is a system-wide plan, in cooperation with the employees and others, that recognizes the Board's responsibility for and participation in the effective rehabilitation of employees.

PROCEDURES:

Modified work is any job or combination of tasks that a worker, who suffers from an impairment, may perform on a temporary or permanent basis without risk of re-injury to him or herself, or risk to others. This work may consist of regular tasks from the pre-injury job that have been changed, redesigned or physically modified. It could also be a special job designed and designated for a worker participating in a modified work program.

Characteristics of modified work include:

- possible reductions in time or volume of work performed;
- the work must be productive and the results must have value to the Board;
- the work may be arranged as either temporary or permanent; and
- the worker may receive compensation based on Collective Agreements or the Workplace Safety and Insurance Act, 1997

Co-operation and interaction among administration, employees, supervisors, bargaining unit representatives, health care professionals and the Workplace Safety and Insurance Board (where applicable) are key to the success of modified work programs.

Procedures/Process

1. Each work site will attempt to accommodate their own employees who cannot perform the essential duties of their position as a consequence of an occupational or non-occupational injury or illness. Where this placement is not possible, all work sites will co-operate in meeting the Board's objective of locating suitable alternate employment.

2. The Executive Manager of Employee Relations (or designate) will be directly involved in the development of a modified work plan and offer of suitable placement to the employee, in co-operation with the appropriate administrator/supervisor and bargaining group, if applicable.
3. Upon notification that an injured employee may be capable of performing modified work, the following will be undertaken by the Executive Manager of Employee Relations (or designate):
 - a) obtain documentation of the employee's medical restrictions and limitations;
 - b) determine whether permanent or temporary modified work is necessary;
 - c) advise the work site of the need to offer a modified work plan;
 - d) if the work site cannot accommodate the need, co-operate with other work sites to locate an alternative placement;
 - e) once a suitable placement has been determined, a meeting may be called between the employee, administrator/supervisor, and bargaining unit representative, if applicable, to offer and discuss the modified work plan and details of the placement; **and**
 - f) following placement, the Executive Manager of Employee Relations (or designate) will provide regular follow-up with the employee and administrator/supervisor to ensure that accommodations are appropriate, job functions are being carried out and that employees requiring temporary modifications return to regular duties as soon as they are capable of doing so.
4. The Board will accommodate the work or workplace to meet the needs of the employee who is impaired as a result of an injury or illness, to an extent that the accommodations do not cause undue hardships to the Board.
5. Suitable work will be defined as work that the employee has all the necessary skills to perform, is medically able to perform and which does not pose a health and safety hazard to the employee or fellow workers.
6. While performing modified work, the employee's seniority standing will not change.
7. If the employee is able to perform the essential duties of the pre-injury job, the employee will be re-instated into the position the employee held on the date of injury or will be offered alternate suitable work of a nature and at earnings comparable to the position held on the date of injury.
8. If the employee is permanently impaired and unable to perform the essential duties of the pre-injury job, but is medically able to perform alternate suitable work, the employee will be offered the first opportunity of suitable work that may become available, subject to the Collective Agreements.

DEFINITIONS:

- N/A

REFERENCES:

- N/A

RESOURCES, APPENDICES AND FORMS:

- N/A