Early & Safe Return to Work & Modified Work Program Policy

**Authority:** CUSA Board

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<th>Previous Amendments: N/A</th>
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<th>Review Committees: Joint Health &amp; Safety Committee</th>
<th>Delegates: CUSA Executive Director CUSA Director of Human Resources</th>
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**Policy**
CUSA encourages early intervention and rehabilitation of all injured or ill employees. CUSA will provide modified work and work transitioning whenever possible to accommodate the restrictions and limitations of each employee during their rehabilitation and recovery period.

**Safety Policy Overview**
The modified work program is a means of accommodating an employee’s temporary or permanent work restrictions. It is designed primarily to assist injured employees or those returning from an illness to make a safe and speedy return to their regular duties. It is usually a temporary measure that is to bridge the gap between injury/illness and return to regular duties.

**Program Definition**

**Modified work** is any job, task, or function in which an employee who suffers from a temporary disability due to illness or injury can perform work safely without risk of further injury, as confirmed by their treating physician.

**Gradual Return to Work** is when an employee will perform modified or regular work duties for partial hours and graduate on a set period to full duties.

**Principles of Modified Work**
During a modified work program, an employee will be paid at one hundred percent (100%) of their current wage. This program is for a limited period of time, to a maximum of six (6) weeks, and the program will cease if the rehabilitation goals are not met. The program may be extended.
The modified work offered to the injured employee should be work that has meaning, purpose and adds value to CUSA. The modified duties offered to temporary injured employees must not aggravate, potentially re-injure the employee or hinder the employee’s rehabilitations process. The duties performed by the employee shall assist in returning them to regular duties and position over a predetermined schedule.

The offering and selection process shall be done by all involved parties (employee, supervisor and HR). All parties shall agree on:

- Type of work to perform.
- Hours of work
- Reporting requirement
- Medical reporting

The accepted modified work program will be in writing and signed by a supervisor and employee confirming acceptance.

The modified work program is designed to set fair parameters for the re-introduction of injured employees back into the work force back to meaningful and productive tasks and activities. The involved parties will need to review the Functional Abilities (FAF) form provided by the medical practitioner to select the most suitable task for the employee to perform. The program will promote open lines of communication between employees, supervisors, human resources and the treating physician.

Roles and Responsibilities

Human Resources

- Discuss with the Director and Manager to see if meaningful and productive work can be created for the injured employee’s position or find other suitable duties for the employee.
- Monitor the injured employee’s progress through a documented meeting with supervisor and employee. The meeting schedule will be determined case by case.
- Have contact with the employee’s treating physician when required for clarification.
- Review and make decisions on the modified work program after reviewing the physician’s note.
- Request the employee to conduct medical bi-weekly follow up with the treating physician.
- Document all communication between the employee, supervisor and the treating physician.

Supervisor

- Advise and have the employee read and sign (Form 14) Declaration of Modified Work. And have the employee take the form to the treating physician to review and complete.
- Have treating physician complete Functional Abilities Form (FAF)
- In consultation with the Human Resources and employee, devise suitable modified work program for the injured employee.
- Maintain weekly communications with returning employee.
- Perform weekly progress reports on how the employee is doing in their modified roles and tasks.

**Employee**

- Read and sign the Declaration of Modified Work (Form 14) and take the form to the treating physician to review and complete then return the forms to a supervisor promptly.
- Take Functional Abilities Form (FAF) to the treating physician to assess abilities.
- To maintain weekly communication with supervisor.
- Complete in consultation with a supervisor a weekly progress report.
- Attend bi-weekly medical follow-up with a treating physician.
- Schedule and arrange rehabilitation treatments and doctor’s appointment(s) if possible outside regular business hours.

**Health Care Provider**

- Provide up to date medical information and evaluation to the employer.
- When required by either the employer or employee, act as a resource to aid in the modified program.