

Western University
Rehabilitation Services
Transitional Accommodation Program



Western is committed to supporting employees, experiencing occupational and non-occupational illness and injury, in their efforts to contribute to the organization's performance, production and service delivery. The Transitional Accommodation Program (TAP) utilizes a collaborative, proactive approach to assist employees to remain at work or to return to work in a timely manner.

Program Objectives

1. to support employees to remain at work or to safely return to work when experiencing illness or injury to allow the employee to fully contribute to the workplace
2. to fulfill legislative obligations with respect to the Workplace Safety and Insurance Act, the Ontario Human Rights Code, and the Employment Equity Act
3. to minimize the costs associated with disability in the organization

Medical Information and Documentation

Medical information may be requested by Rehabilitation Services and is updated at frequent intervals in order to:

1. confirm progression toward treatment goals
2. identify opportunities for additional treatment interventions
3. identify supportive measures such as Job Coaching
4. identify capabilities and precautions
5. compare capabilities and precautions with usual position to facilitate safe accommodation

Hierarchy > own position > own position with accommodation > alternate duties within department > or alternate duties outside of department

Medical information is held in the strictest confidence within Rehabilitation Services. Only capabilities and precautions may be shared with workplace parties in order to facilitate a safe and appropriate accommodation plan.

Western will endeavour to collaboratively develop a TAP as soon as possible where the following can be demonstrated:

1. continued safety of the employee and co-workers
2. employee's willingness, in light of their medical ability, to participate in the program including the provision of consent for Rehabilitation Services to communicate with treating practitioners
3. the potential to continually progress hours/duties
4. the potential to achieve full hours & full duties within recommended Disability Guideline standards
5. the ability to complete meaningful work of value to the organization

The plan will include program goals and timeframes, employee capabilities and precautions, hours and duties where appropriate, supportive measures, and program review dates. Evaluation is ongoing throughout the program. Progression is benchmarked with the Transitional Accommodation Plan goals and with Disability Guidelines. The plan is adjusted on an ongoing basis with additional supports identified and re-assessment arranged as required. Where progression has ceased and additional treatment intervention or improvement is not anticipated in the near future the plan may be stopped. The employee's status will continue to be monitored at regular intervals and consideration will be given to resume the transitional accommodation program if the employee demonstrates the ability to progress toward program goals.

If after speaking with their Supervisor and/or Manager (when an employee believes that his or her request for accommodation has not been handled in accordance with this guideline) satisfactory resolution has not been achieved, the employee is encouraged to speak with their union, association or to contact Equity Services.

Roles and Responsibilities

Employee

- promptly reports illness/injury to identify accommodation needs
- provides consent for Rehabilitation Services to communicate with treating practitioners regarding capabilities and precautions
- participates fully in the development, implementation and evaluation of the TAP, including regular follow up with Rehabilitation Services
- promptly communicates to supervisor that there has been a change in status and provides follow-up to Rehabilitation Services
- promptly seeks medical attention as indicated and participates in appropriate treatment recommended by his/her treating practitioner
- works within recommended capabilities and precautions

Supervisor

- provides a supportive environment for employee and his/her co-workers
- provides input regarding employee's position and potential modified duties
- participates fully in the development, implementation and evaluation of the TAP
- attends TAP meetings as required

Rehabilitation Services

- provides support to employee and his/her co-workers
- obtains, clarifies and evaluates medical information
- maintains medical information in a confidential manner
- benchmarks the treatment plan and TAP goals with disability guidelines
- identifies opportunities for additional treatment interventions, assessments and supports and works with treating practitioners to arrange same
- maintains communication with all parties including the employee, the employee association/union, treating practitioners and external insurers (with consent)

Human Resources (Staff Relations)

- provides support to Dean or Budget Unit Head in exploring alternative work arrangements
- explores alternative long term or short term accommodated work outside of home unit
- liaises with Employee Association/Unions when necessary

Employee Association/Union

- provides support to employee and members throughout process
- participates fully in the development, implementation and evaluation of the TAP

Co-workers

- where employee is aware of co-worker's accommodation needs, will endeavor to create a supportive environment
- Treating Practitioner
- provides timely access to appropriate investigation and treatment
- provides functional abilities information to facilitate early and safe return to work and return to full productivity

Workplace Safety and Insurance Board

- works together with all parties toward a shared goal of early and safe return to work and full productivity
- manages and monitors the claim
- provides education and assistance to Employee, Employer and Workplace

(for further information please see www.wsib.on.ca)