



Disability and Health Recovery Support Program Policy	
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Recommended by: Service Council	
Associated Documents Disability and Health Recovery Support Program Procedure	

PURPOSE

This policy is to recognize that healthy, and therefore productive, employees are an asset to the institution and that an illness or injury can affect Red Deer Polytechnic (RDP) employee job performance, leading to absence and requiring time away from work.

The availability of appropriate rehabilitation and support programs in place to assist employees in maintaining or reaching an optimal level of function is beneficial to both the RDP employee(s), as well as Red Deer Polytechnic. Through treatment and referral, these types of problems can be remedied particularly with early recognition and referral to the appropriate agency.

SCOPE

All employees, regardless of injury or illness, will be considered for placement in modified work. Regardless of placement for modified work, only employees deemed benefit-eligible are entitled to consideration for Short Term and Long Term Disability benefits.

POLICY

General

1. RDP will assist employees to contribute positively to their work environment despite a disabling injury, illness, or chronic medical condition.
2. Both the employee and their supervisor/administrator shall play an active role in the process and will be held accountable for making a positive contribution to the outcome.
3. All medical and personal information obtained through the disability management process is handled in a confidential manner in accordance with the Health Information Act and Freedom of Information and Protection of Privacy Act.

Disability and Health Recovery Support Program

1. The Occupational Health Consultant (OHC) will lead the Disability and Health Recovery Support Program to provide recognition, identification, treatment, referral, and follow-up of an employee whose illness or injury seriously or continuously affects their job performance.
2. The program focus is on maximizing the employee's ability and retaining a connection to the workplace. Consideration may be given to both the needs of the individual employee and the school/department/administrative unit as determined by the OHC in collaboration with the employee's supervisor.
3. RDP will make every reasonable effort to provide suitable medically indicated accommodations to any employee unable to perform his or her duties. This may include a modification of the employee's original position or providing a reasonable alternative position depending on the employee's medical restriction.
4. RDP may require an employee to provide a written statement from a duly qualified practitioner certifying that any such absence is medically warranted.

RELATED POLICIES

Compensation Standard Practice

LAPP Membership

DEFINITIONS

Absence: not present at a usual or expected place

Disability: a physical, mental, cognitive, or developmental condition that impairs, interferes with, or limits a person's ability to engage in certain tasks or actions or participate in typical daily activities and interactions

Long Term Disability: commences after 90 days of continued absence; form of insurance that replaces employee income if a disability creates a barrier for work completion

Modified Work: changes to a job task, function, workload, work environment, workday while an employee recovers from disability

Short Term Disability: continued absence from Red Deer Polytechnic for more than 5 days, but less than 90 days; form of insurance that replaces employee income if a disability creates a barrier for work completions