



Town of Greater Napanee Disability Management Policy

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Contact: Human Resources

1. Introduction

At the Town of Greater Napanee we are committed to providing a safe and healthy place to work. However, we do recognize accidents happen. The Disability management policy has been put in place to ensure transparency during this process.

2. Purpose

Greater Napanee's objective in establishing a Disability Management Policy is to allow our employees to fully understand the different roles and steps in the disability management process. It is expected that our employees follow this process in order to properly report any injury or illness (workplace or otherwise) as well as any other accommodation required to complete their daily tasks safely at work.

3. Scope

This guideline is applicable to all employees of the Town of Greater Napanee.

4. Definitions

Accommodation – This is the process of removing unreasonable burdens or barriers based on a physical and/or mental health disability that limits individual's access to opportunities and benefits available. This includes modifying duties. Examples may include adjusting duties and tasks, hours of work, rules, standards, policies, and environments to ensure that it does not negatively impact an individual based on their disability. Accommodations may be temporary or permanent in nature.

Disability Management – A consistent and collaborative approach to facilitating a disability management process where The Town of Greater Napanee supports

all employees who have an illness or injury through regular or modified/alternate work duties as appropriate, in conjunction with an employee's recovery.

Short-term Disability (STD) – Short-term disability protects an individual's partial wages for a short period of time due to injury that is not work related or an illness. There is a seven (7) day waiting period prior to STD benefits are provided to the employee. The insurer determines if the employee is eligible for STD benefits.

Long-term Disability (LTD) – Long-term disability protects an individual's partial wages due to a serious non-work-related injury or illness that requires the individual to be off work for a longer duration. If an employee still has not returned to work after fifteen (15) weeks, the employee may qualify for LTD benefits. The insurer will determine if the employee is eligible for LTD benefits.

Incident Report Form - a report completed by the employee and their manager. This document will consider the employees information, actions the lead that to the incident and any medical actions that happened as a result of the incident. This document is to support the employee's return to the workplace.

Medical Assessment – Is a document that People Services provides to the employee's medical practitioner to complete, with authorization from the employee. A medical assessment is conducted to identify any health issues that may affect a worker's ability to perform on the job.

Paid Sick Leave – An employee who has accrued sick time to compensate them while they are away from work due to illness.

Unpaid Sick Leave – Where an employee does not have any accrued sick time and will not be paid but is on a medical leave

Reasonable Accommodation – An accommodation is reasonable when there is an adequate process used to decide on the type, degree and possibility of accommodation, and the effort and actions taken by the responsible party are sufficient.

Return to Work – This is a supportive process of returning an employee to the workplace. An employee may return on a gradual basis. This allows an employee the opportunity to continue their recovery while slowly re-integrating into the workplace. During a return-to-work process, The Town of Greater Napanee may require additional medical reports from the individual's health care provider. This process will consider restrictions, limitations and any accommodations that may be required to support the employee's return to the workplace.

Functional Abilities Form (FAF) – a medical report from the individual's health care provider. This document will consider restrictions, limitations and any

accommodations that may be required to support the employee's return to the workplace.

Undue hardship – Defined as more than minimal hardship and must be based on actual evidence of hardship and not merely assumptions or prejudices. Various factors are considered when assessing undue hardship including financial implications, health and safety risks, legitimate operational requirements, disruption to a collective agreement, and the potential of the accommodation to negatively impact workplace morale. In addition, the Manitoba Human Rights Commission considers the nature, size and scope of a business or organization directly to what is reasonable accommodation in the circumstances.

Workplace Safety and Insurance Board (WSIB) – When an employee has an injury/incident while undertaking work related activities for The Town of Greater Napanee that requires them to be off work/seek medical treatment, a WSIB claim is filed. Employees must inform their managers immediately so that an Employee Incident Report can be completed and submitted to Human Resources.

5. Responsibilities

Employees

Employees are expected to demonstrate good judgment and timely reporting of workplace related injuries or illness, medical leave, required accommodations or outside injuries or illness. Adherence to this guideline is mandatory.

Employees are responsible for providing updated medical with enough information to assess functional abilities, possible accommodations, and safe return to work date. This participation is required to be eligible for Town benefits such as Sick pay, Short- and Long-Term disability; failure to provide sufficient/effective medical will result in temporary suspension of benefits until appropriate medical has been received. If an employee believes, they may have lost time due to injury or illness they should reach out to HR in advance of seeing their doctor to ensure they obtain all the required medical information to make use of our sick leave benefits.

Please note: a medical note indicating the employee is not well and unable to attend work is not sufficient. Proper Medical should include the physical and/or mental limitations that may prevent the individual from resuming their normal duties.

Management

Managers are expected to complete, and incident report form every time a workplace injury or illness takes place. This form will be sent to Human Resources who will help case manage each incident.

6. **Policy**

Human Resources will lead the disability management process and will act as the liaison between the employee, the manager, the union, the insurers, and health care providers.

It is important for managers to communicate with Human Resources as soon as possible when an employee is having difficulties functioning in the workplace due to mental or physical health reasons, when an employee is going to be on an extended leave or if an employee is going to be off work for more than seven (7) days. Human Resources will work with all parties to ensure a timely review of an employee's well-being at work and implement strategies that will assist the employee in being able to remain at work while injured or ill, where possible. Managers/Supervisors, the Employee, Union, if applicable, third-party health care providers/insurers and People Services are required to work collaboratively when working through an employee disability management process.

i. **Accommodations and Return to Work**

The Human Resources Team will work with the employee and their treating physician to ensure they have a full understanding of the functional abilities and limitations of the individual. HR will work with the individual to accommodate any restrictions they have, first in their regular position and secondly look for alternative work within the Town of Napanee. Our goal is to keep employees actively engaged in meaningful work when possible and safe to do so.

7. **Enforcement**

Failure to comply with this policy may result in progressive discipline, and/or loss of benefits.