



# Safety Administrative Procedure

## Modified Work

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**Approved by:** Jody Boulet, Acting City Manager

**Signature:**  **Procedure No:** 9.3

**Effective:** August 31, 2018 **Replaces:** August 11, 2018

Upon becoming ill or injured an employee will obtain a copy of the modified work package from their supervisor, advise them of whom they are seeing and take the package with them to their medical practitioner on the first visit. The employee will request that the forms either be filled out during the visit or faxed to 306-953-4396 Attn.: Human Resources within 24 hours. If the forms are filled out during the visit the employee will return completed forms to their supervisor/manager as soon as possible after the evaluation.

The manager will contact Human Resources and advise them of the situation and that the modified work package should be expected from the medical practitioner.

If the cause of the injury or illness is work related and the required forms are not submitted within 24 hours, Human Resources will contact the medical practitioner to request the completed forms. If further clarification is required, Human Resources will contact the medical practitioner and obtain that clarification.

When the forms are returned completed Human Resources and the supervisor/manager will assess the restrictions to determine if there are any work assignments available that meet the restrictions. If required, the Coordinator-Health, Safety and Environment will be consulted.

Modified work assignments will not initially exceed a period of 90 calendar days. The duration will be determined by the worker's attending medical practitioner. If the worker is not able to return to regular duties following this initial period they may request an extension or continuation of the modified duties. Any request for continuation of modified duties must be accompanied by documentation from the attending medical practitioner, including the expected duration of the limitations.

If a modified duty assignment is not available in the employee's home work unit, other work units may be contacted. For all work related injuries and illnesses employee wages and benefits will be charged back to the home unit whether or not the assignment is available in that home work unit.

If, based on the restrictions, a modified work assignment can be offered the manager, of the assignment, will contact the employee and arrange for a meeting, as soon as possible, to discuss the work assignment. During this meeting the following will be discussed and agreed to:

1. The position being offered
2. The location and duties of the position offered
3. The supervisor of the modified duty assignment.
4. The wages and work schedule of the position offered
5. The duration of the temporary assignment
6. A statement that the employer is knowledgeable about and will comply with the limitations under which the treating practitioner has authorized the return to work.
7. Any additional provisions to accommodate the employee's restrictions.
8. A statement from the employee indicating their willingness to cooperate and participate or their refusal to participate.
9. The requirement that the employee advise the employer of any changes to the restrictions imposed including having a new modified duties package completed by the medical practitioner and updates on each visit.

Upon the completion of the Modified duties meeting Human Resources will draft a letter to the employee outlining the items/agreements listed above.

**NOTE: A worker may accept or refuse the modified duty offer. If the worker refuses the City of Prince Albert will notify the Workers Compensation Board, the Sick Bank committee or the Long Term Disability Insurance Carrier of that decision. Rejection of the offer may result in disqualification of benefits.**

In the event of a disagreement between the City of Prince Albert and an employee as to the suitability of a modified duty assignment, the Coordinator-Health, Safety and Environment in consultation with the OHC Co Chairs will review the assignment and restrictions and make recommendations for amendments if required.

If an employee indicates issues with the duties imposed, after review by the coordinator, they must return to their medical practitioner for an additional assessment and the reevaluation of restrictions.

For work related incidents, that cannot be resolved, the matter will be referred to WCB.