



**Madawaska Valley
Association for
Community Living**

**19491 Opeongo Line, P.O. Box 1178,
Barry's Bay, Ontario K0J 1B0
Tel: (613) 756-3817 Fax: (613) 756-0616
www.mvacl.ca**

Modified Work Program Policy

The Madawaska Valley Association for Community Living wishes to provide fair and consistent policy for rehabilitating employees who have been injured on the job since the organization recognizes the benefits of a formal rehabilitation program.

Within this policy the organization has established a method of providing meaningful employment for both permanently and temporarily disabled workers, thereby returning valuable human resources, benefits, and productivity to the organization as well as continued security for the worker.

Basic Definitions:

Modified Work: Modified work is any job, task, function or combination thereof that a worker who suffers from a diminished capacity may perform safely without risk of re-injury or exacerbation of disability or risk to others. The work must be productive and the result of the work must have value.

Modified Work Program: A modified work program is a process, which gives structure and organization to the activity of returning, injured workers to the work place as soon as possible after the accident. It is an organization-wide plan that recognizes the employer's responsibility and participation in the effective rehabilitation of its employees. The program works best when mutually supported by Management/Labour as agreed upon objectives contained within this policy and attached Letter of Agreement.

Policy:

1. The Human Resource at M.V.A.C.L. will oversee the Modified Work Program. The duties of the designate will be as follows:
 - a) Meet with the injured worker as soon as possible following the accident to learn about the cause and extent of the injury and to understand the level of the worker's ability and assist in his/her integration back into the workplace.

- b) Work with the Joint Committee, the worker, and other professionals to develop a safe and meaningful rehabilitation program for the injured worker.
- c) Ensure that there is no conflict with the Collective Agreement.
- d) Advise and counsel Supervisors and other Management about the worker's imminent return to work including a full briefing on the individual's Modified Work Program.
- e) Establish and maintain effective communications with the injured worker, Workers Compensation Boards Staff, Joint Committee and treating physicians.
- f) Continue regular monitoring of the worker after his/her return to work to ensure that the Modified Work is suitable and that reintegration is progressing.
- g) Serve as liaison between Management, Worker and Joint Committee.
- h) Publicize the Modified Work Program.

2. The organization and Union will establish a Joint Committee comprised of not more than four (4) employees - two (2) Management, one (1) Union Representative

In the case of an impasse on any Joint Committee issue, the Executive Director will determine the final outcome of the discussion.

The primary responsibilities of the Joint Committee will be as follows:

- a) Determine what accommodations may be required for the injured worker to meet the essential duties of his/her job.
- b) Identify possible positions suitable for Modified Work.
- c) Ensure that the Modified Work Program does not conflict with the Collective Agreement
- d) Assist with the development of a suitable Modified Work Program for the injured worker through the setting of goals, communication with the worker and monitoring progress
- e) Maintain accurate records of meetings.

3. Worker responsibilities: The primary responsibilities of the Worker in a Modified Work Program will include:
 - a) Prompt reporting of all work related injuries to his/her immediate Supervisor.
 - b) Providing all pertinent medical documentation from treating physicians to the Joint Committee and Manager.
 - c) Keeping the Manager and Joint Committee informed of any changes in medical condition or any problems that may arise related to the Modified Work Program.
 - d) Actively participating in the development of a Modified Work Program and co-operation in job re-assignment where required.
 - e) Attempt to schedule doctor's visits and physiotherapy at times that do not interfere with regular work schedules.
 - f) Adhering to all Association rules, policies and procedures.
 - g) Co-operating with medical examination by the treating physician.
4. Co-workers should provide support and encouragement to the employee participating in the Modified Work Program. Any intimidation, heckling, or inappropriate comments from any Association employee should be brought to the attention of the Manager.
5. Human Resources will complete a Weekly Progress Report for each injured worker participating in a Modified Work Program. These reports will be submitted to the Manager who will report significant problems to the Joint Committee as soon as possible.
6. Human Resources will supply a complete description of the injured worker's regular duties to the treating physicians as required.