



CITY POLICY

SECTION: HUMAN RESOURCES

NO: HR – HS - 03

REFERENCE: HEALTH AND SAFETY

Date: January 01, 2003

CORPORATE RIGHTS & OBLIGATIONS

History: NEW

TITLE: REHABILITATION OF DISABLED WORKERS

1.0 POLICY STATEMENT

- 1.1 The Corporation recognizes the benefits of a formal rehabilitation program for disabled workers and undertakes to provide meaningful employment for both permanently and temporarily disabled employees who are capable.

2.0 RESPONSIBILITY

- 2.1 Managers and/or Supervisors must demonstrate concern for and maintain regular contact with their disabled employees. Managers and/or Supervisors are responsible for identifying modified duties within their area and placing their disabled employees within these positions as required by Ontario and Federal (for Telephone and Airport) Legislation. This shall be accomplished with the assistance of the Human Resources Department.

3.0 DEFINITIONS

3.1 Accommodation:

Any action(s) that will facilitate an employee's return to work. Common forms of accommodation include:

- (a) making facilities/worksites accessible to the disabled worker;
- (b) altering the way job tasks are accomplished;
- (c) developing graduated Return to Work schedules;
- (d) acquiring or modifying equipment or devices and providing assistance with tasks or re-assignment of tasks where it is feasible.

3.0 DEFINITIONS (Cont'd.)

3.2 Permanent Disability:

A disability which permanently restricts a worker from returning to their regular job, but not necessarily to an alternate full-time or temporary position.

3.3 Temporary Disability:

A disability which temporarily restricts a worker from returning to their regular job, but allows the worker to assume alternate duties on a temporary basis.

3.4 Alternate Duties:

Alternate duties may consist of current permanent positions, positions of a short term, non-regular nature, or temporarily modified positions to allow placement of disabled employees.



CITY PROCEDURE

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TITLE: REHABILITATION OF DISABLED WORKERS

1.0 FIRST CONSIDERATION

- 1.1 Qualified disabled workers will be given first consideration for placement into full-time and temporary positions, recognizing the rights of Managers to make the final selection; the rights of seniority holders within a bargaining unit; and the right of placing a disabled employee into a vacancy without "posting", as may be contained in a collective agreement.
- 1.2 Rehabilitation Consultant:

A qualified medical practitioner is responsible for facilitating the return of disabled employees, on a permanent or temporary basis, into alternate task positions if placement cannot be accommodated by the Managers in their own Departments.
- 1.3 Rehabilitation Consultation:

Where a joint management/bargaining unit committee exists, those issues, which may pertain to the permanent accommodation/placement of disabled employees, will be reviewed.
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2.0 PLACEMENT CONSIDERATIONS

- 2.1 In all placements of disabled employees, consideration will be given to the qualifications necessary for the position, the limitations of the employee, the collective agreement provisions and existing Corporate vacancies.
- 2.2 Temporary placements are not to exceed six (6) months, following which, the disabled employee will be assessed for permanent disability or placement. Extensions may be granted only when the Department reasonably expects to provide a full-time permanent position for the employee or full recovery seems imminent.

3.0 WAGES

- 3.1 Wages paid to employees returning to alternate duties, other than permanent positions, will be funded as follows:

Workplace Safety and Insurance Board (WSIB) Related Disability:

In cases where a disabled employee is assigned "regular" work within a Department, that Department will pay wages from their regular wage distribution account centres.

Long-Term Disability (LTD):

Employees in receipt of LTD benefits who have returned to modified or alternate work will be paid by their employing Department.

4.0 REHABILITATION MEETING

- 4.1 In cases where an employee is in need of a permanent accommodation which requires an amendment to either the International Brotherhood of Electrical Workers (I.B.E.W) or Canadian Union of Public Employees (C.U.P.E) Local Union collective agreement(s), (i.e. the waiving of a posting, permanent reassignment of tasks, etc.) the matter will be referred to the joint Union Management Committee(s) for consensus agreement and the development of recommendations and/or plans of action.