



## ROLES AND RESPONSIBILITIES

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### The Employee

- Provides objective medical documentation of limitations and abilities to the Work Life Consultant
- Participates in treatment as prescribed by his/her medical team
- Communicates regularly with supervisor and Work Life Consultant

### Managers and Supervisor

- Ensure modified duties are available and offered to injured employees
- Monitor progress of employee
- RTW plans
- Communicate regularly with employees and WLC during recovery and RTW process

### Contacts

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### Work Life Consultants (WLC)

- Facilitates all aspects of claim management, including acting as liaison between department managers, employees, medical personnel and union representatives
- Interprets medical information
- Encourages appropriate accommodations as medically recommended
- Ensures privacy and security of medical information

### Unions/Associations

- Advocates on behalf of employees returning to work
- Ensures collective agreements are not compromised except as required by human rights legislation

## RETURN TO WORK AND STAY AT WORK PROGRAM

### INTRODUCTION

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The Return to Work and Stay at Work program is a collaborative process involving departments, unions, staff and faculty members at the University of Victoria. The program provides a planned approach to returning or remaining at work following an injury or illness.

### PURPOSE

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The purpose of the Return to Work and Stay at Work program is to facilitate a safe and sustainable return to work from absence due to injury, illness or a medical condition. The program is designed to meet the requirements of British Columbia's Human Rights Code. An employee's return to work, or stay at work, may involve temporary or permanent modifications or adjustments in job duties or workplace arrangements in order to accommodate a disability of an individual staff or faculty member.

The University of Victoria actively promotes and communicates coordinated practices of inclusion, respect, wellness, accessibility, safety, and accommodations the foundations of a healthy campus community.

Objective (1d) of the Strategic Plan (2012)

# HOW CAN WE HELP YOU STAY AT WORK OR RETURN TO WORK?

This brochure serves as a brief overview of the resources and services you, as a librarian, faculty or staff member, can expect in the Return to Work and Stay at Work Program. If you experience an injury or illness, a Work Life Consultant will work with you, your union or faculty association representatives, and your department to create a planned, personal approach to enable you to remain or return to work

## RETURN TO WORK PROCESS

The process is flexible depending on individual case needs; however, the Return to Work (RTW) process generally proceeds in the following manner:

- Sit down meeting with Work Life Consultant (WLC) to explore RTW or stay at work program that would work for you
- Collection of medical documentation for the purpose of assisting with workplace accommodations or gradual return to work
- Providing updates to all stakeholders regarding restrictions, limitations and accommodations that may be required
- Return to Work plan implementation
- Follow up and monitoring

If necessary, your RTW plan may need to be modified if it does not meet your medical needs. Throughout your RTW, additional medical information may be needed to ensure the most up to date information on your abilities is identified and incorporated into the RTW plan.

## PRIVACY & CONFIDENTIALITY

The Return to Work and Stay at Work program respects the individual employee's dignity, privacy of personal information and confidentiality of personal health information.

The University of Victoria is committed to treating personal information in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA) and the university's privacy policy. The collection of personal information by the University of Victoria is in accordance with the FIPPA and the University Act.

## CENTRAL ACCOMMODATION FUND

A Central Accommodation Fund is accessible through your Work Life Consultant in Human Resources. Departments may submit a funding application in order to share the cost of assistive devices and other services that will support the successful accommodation of a faculty or staff member with temporary or permanent functional limitations. Examples of assistive or adaptive devices include special chairs and height adjustable desks.

For more information on the Central Accommodation Fund, speak with a Work Life Consultant or visit [www.uvic.ca/hr/healthpromotion](http://www.uvic.ca/hr/healthpromotion)

