

Be At Work Program Medical Accommodation



Hover over the button in the top left corner for more information

Goal of the Be At Work Program

- Support employees to remain working in their home position or provide an alternative meaningful, productive position within identified medical restrictions



Saskatchewan Human Rights Code and the Duty to Accommodate

- Legal obligation to accommodate
- Employers must implement reasonable accommodations
- Unions obligated to facilitate



Medical Accommodation

- If illness or injury is affecting an employee's ability to perform their job, the employer has a *Duty to Accommodate* substantiated medical restrictions and assist the employee to stay at work or return to work as soon as is safely possible.



Scope of Accommodation

Duty to accommodate applies to all aspects of employment including:

- recruitment and selection
- working conditions
- performance of job duties
- work related social activities

Manager/Supervisor Role

- A manager/supervisor identifies employees for the Be At Work program based on 4 sets of criteria and enters the case in the application accordingly



What Might Prompt a Request for Medical Leave or Work Place Accommodation

- Need for a medical accommodation e.g. sit stand station, allergy/sensitivity, etc.
- Workplace Illness or Injury
- Non-Workplace Illness or Injury e.g. hurt while skiing, disease, car accident, etc. and absent for five or more consecutive days
- Performance concerns, patterned absence

Be At Work Application

Introduction

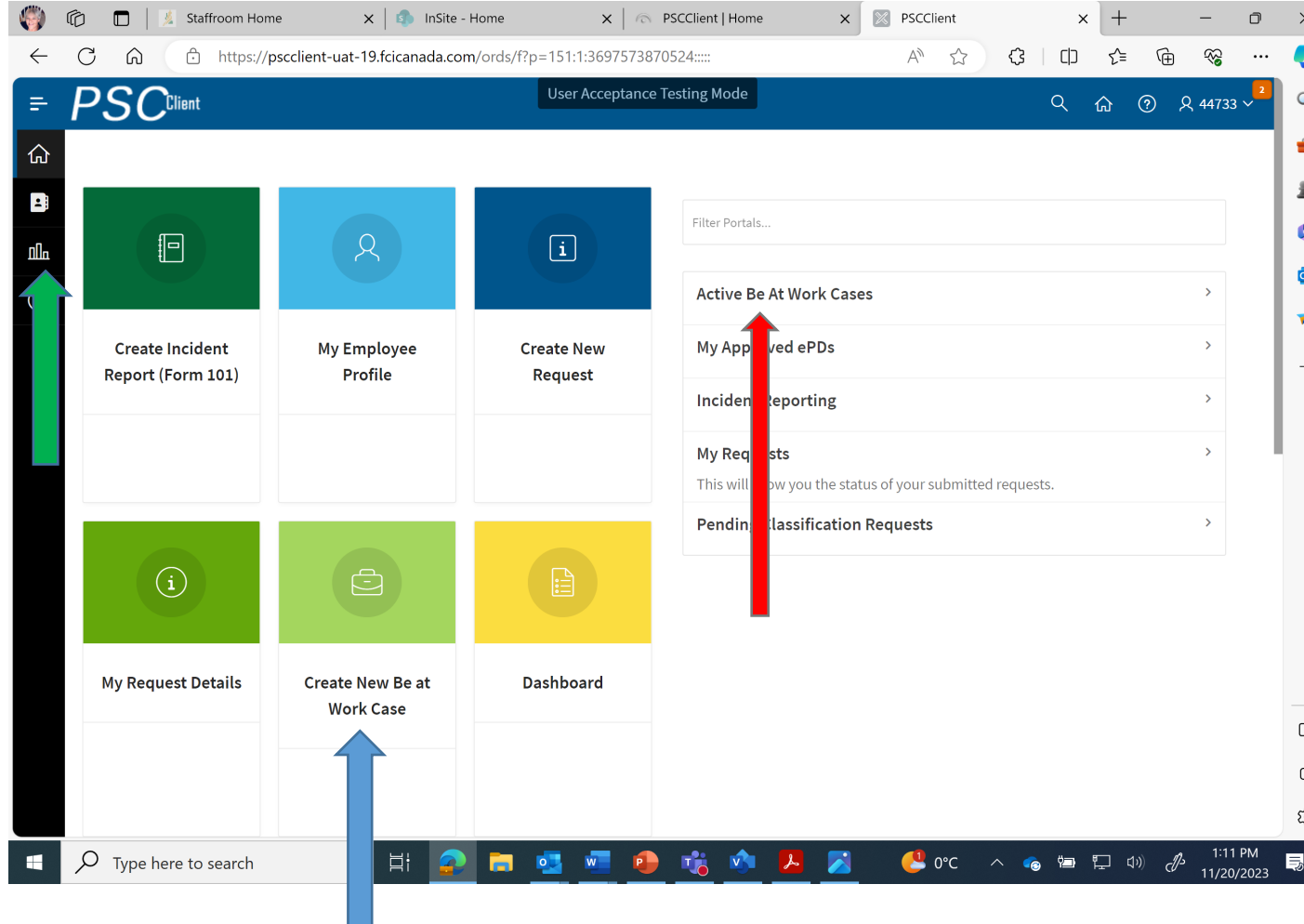


What is the Be At Work Application

- Software that supports the management of stay-at and return-to-work processes
- Standardized approach to managing cases based on best practice
- Central repository for capture of all data related to the case and real time reporting
- Provides managers/supervisors access to tools, resources, forms, guides, and just-in-time-training
- Accessed through PSC Client



Launching the Be At Work Application

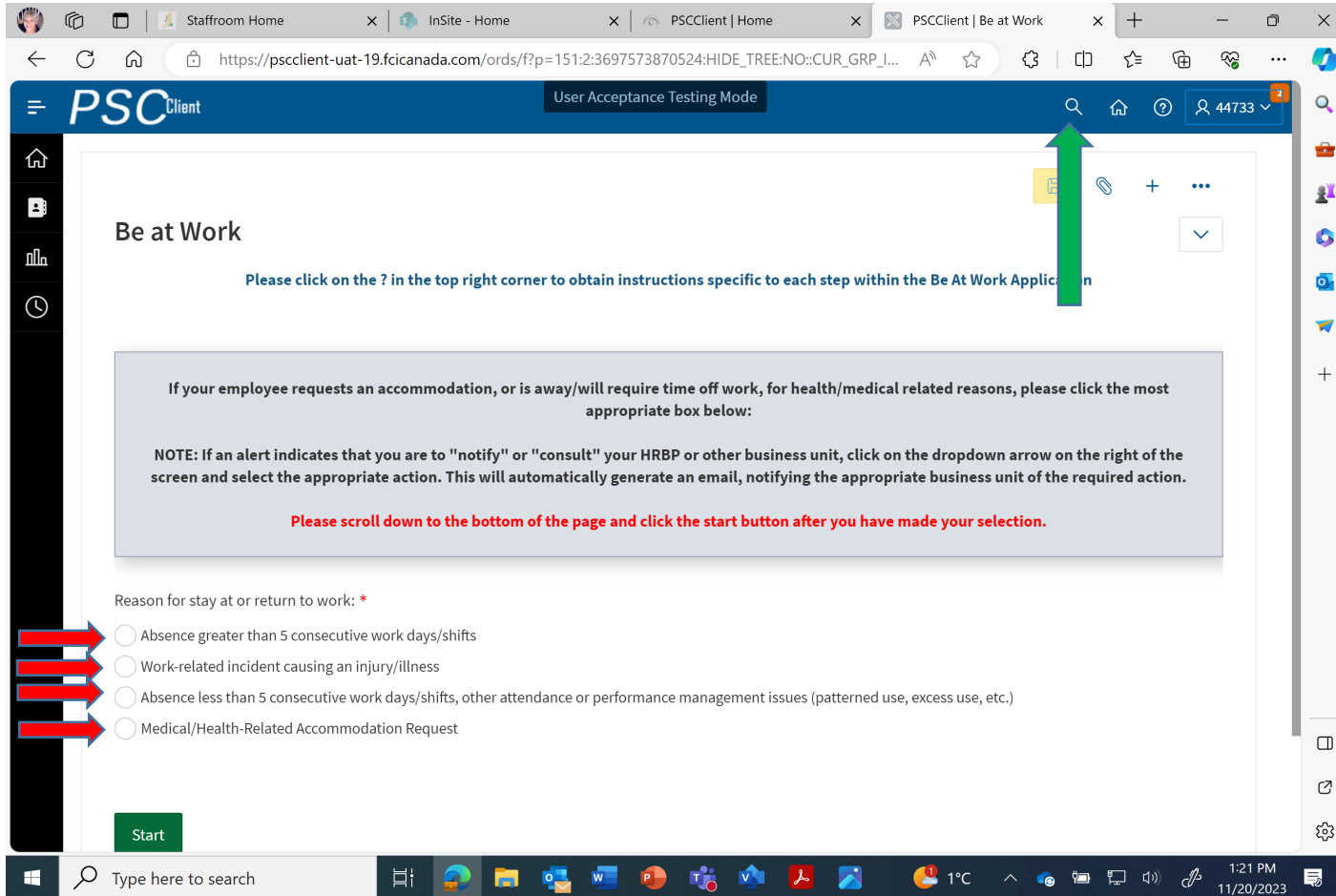


Blue Arrow – If a manager/supervisor recognizes one their direct employees meets the criteria, they are required to create a case through the Be At Work Portal, or Icon.

Red Arrow – The manager/supervisor and HRBP can view an active case already in the system through the 'Active Be At Work Cases' Portal.

Green Arrow – Managers/Supervisors can use the 'Inquiries' feature to retrieve an Active, Closed, Cancelled, and Re-Opened case. This feature allows the User to narrow down the search to an individual case by name as well.

After Launching the Application



- **GREEN ARROW:** In addition to built in tips, online tutorials are available in every step of the application. These instructions will help guide you through the various steps of the process.
- **RED ARROWS:** After launching the application, for a new case you will select the most relevant scenario from the four reasons.
 - Let's review these closer on the next slides.....

Selecting the Reason/Process Stream

The 1st Scenario: Absence greater than 5 consecutive work days/shifts

An employee may require an extended medical leave of absence due to a non-work related illness or injury.



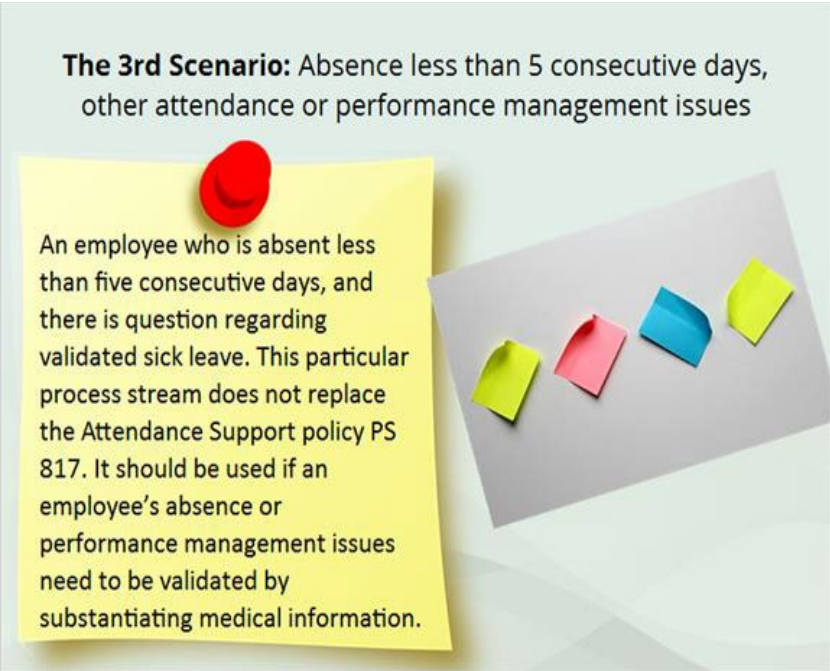
The 2nd Scenario: Work related incident

A work place incident resulting in an injury or illness, and the employee requires time away, or has sought medical attention.





Selecting the Reason/Process Stream

The 3rd Scenario: Absence less than 5 consecutive days, other attendance or performance management issues



An employee who is absent less than five consecutive days, and there is question regarding validated sick leave. This particular process stream does not replace the Attendance Support policy PS 817. It should be used if an employee's absence or performance management issues need to be validated by substantiating medical information.

The 4th Scenario: Medical/Health Related Accommodation Request



An employee may request to modify some element of their work such as work station/ergonomics, job duties, or hours of work due to a medical need which is verified by sufficient medical documentation, but has not been absent from work.

Various Steps in the Process

The screenshot displays the PSCClient web application interface. At the top, there is a navigation bar with the PSCClient logo and a 'User Acceptance Testing Mode' indicator. Below this is a progress bar with several steps: Identification Information, Forms Activity, Absence Details, Stay at Work/Return to Work Details, Phase I and II Planning, and File Closure/Authorization. A yellow 'Next >' button is visible at the end of the progress bar. The main content area shows the 'Identification Information' step, which includes a form with the following fields:

- Case ID: 5670
- HRBPT contact email * (dropdown menu)
- Select Employee Assignment * (dropdown menu)
- Employee Name (text input)
- Employee Number (text input)
- Employee Assignment Number (text input)
- Phone Numbers: (work), (home), (cell) (text inputs)

Color-coded arrows point to specific elements: a green arrow points to the 'Identification Information' step in the progress bar; red arrows point to the 'Forms Activity', 'Absence Details', and 'Stay at Work/Return to Work Details' steps; yellow arrows point to the 'Phase I and II Planning' and 'File Closure/Authorization' steps. A green bar at the bottom of the progress bar indicates the current status is 'In-Progress'. A 'Next >' button is also visible in the top right corner of the main content area.