



Be At Work Program Medical Accommodation

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Saskatchewan Human Rights Code and the Duty to Inquire and Accommodate

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



Goal of the Be At Work Program

The Be At Work Program is designed to provide an effective medical accommodation process for employees experiencing an illness, injury or disability and help managers administer the [PS 705 Employee Accommodation Policy](#).



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

What Might Prompt a Request for Medical Leave or Workplace 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

Manager/Supervisor Role



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 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 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.

The screenshot shows the PSCClient web application interface. The browser address bar displays the URL: <https://pscclient-uat-19.fcicanada.com/ords/f?p=151:1:3697573870524:::>. The application header includes the PSCClient logo, a 'User Acceptance Testing Mode' banner, and a user profile icon with the number 44733. The main content area is a grid of six tiles: 'Create Incident Report (Form 101)', 'My Employee Profile', 'Create New Request', 'My Request Details', 'Create New Be at Work Case', and 'Dashboard'. A vertical sidebar on the left contains navigation icons. On the right, there is a 'Filter Portals...' search box and a list of menu items: 'Active Be At Work Cases', 'Approved ePDs', 'Incident Reporting', 'Requests', and 'Pending Classification Requests'. Three arrows are overlaid on the image: a green arrow points to the 'Inquiries' icon in the sidebar; a red arrow points to the 'Active Be At Work Cases' menu item; and a blue arrow points to the 'Create New Be at Work Case' tile.

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 ARROW - 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.....

Reason for stay at or return to work: *

Absence greater than 5 consecutive work days/shifts

Work-related incident causing an injury/illness

Absence less than 5 consecutive work days/shifts, other attendance or performance management issues (patterned use, excess use, etc.)

Medical/Health-Related Accommodation Request

NOTE: Cases that are left blank and not modified for 60 days are automatically cancelled from the system and cannot be reactivated. Cases that are in progress will not be cancelled.

Start

3.0.13

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.



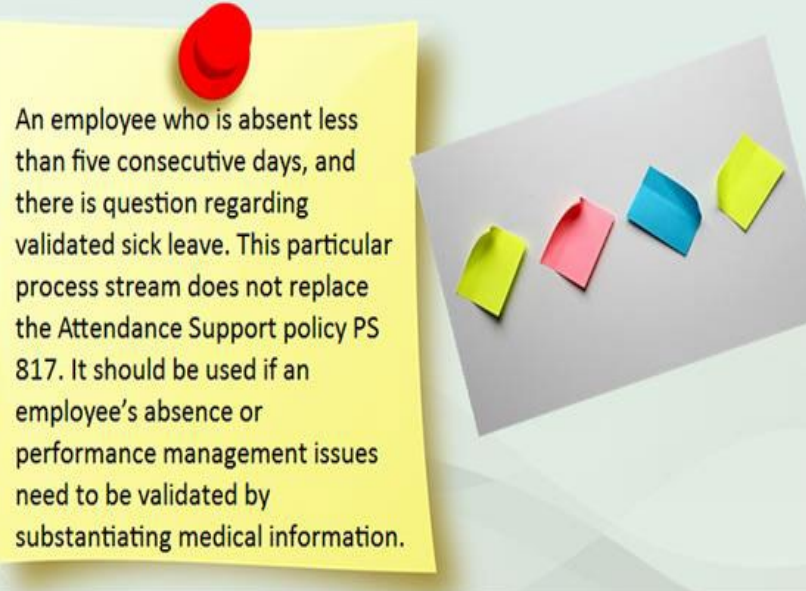
The 2nd Scenario: Work related incident

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



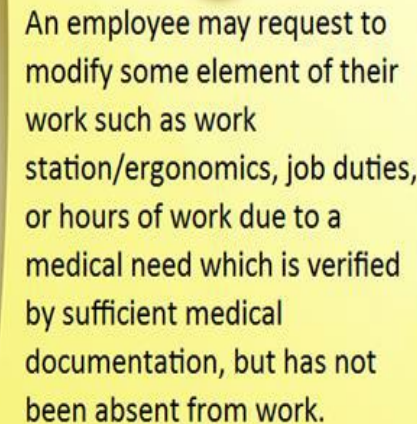

Selecting the Reason/Process Stream

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 interface for an employee identification process. At the top, a navigation bar shows the current step: **Identification Information**. Below this, a progress bar indicates the sequence of 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 form area is titled **Identification Information (of employee)**. It contains the following fields:

- Case ID: 6611
- 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)
- Home Address (text input)
- City/Town (text input)
- Employee Home Email (if available) (text input)
- Ministry (text input)
- Organization (text input)
- Union (text input)
- Occupation Code (text input)
- Level (text input)

Colored arrows highlight specific steps in the process: a green arrow points to the 'Identification Information' step, red arrows point to 'Forms Activity', 'Absence Details', and 'Stay at Work/Return to Work Details', and yellow arrows point to 'Phase I and II Planning' and 'File Closure/Authorization'.

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