

TITLE: **DISABILITY AND ILLNESS MANAGEMENT**
(Relates to EL 2: Treatment of Staff; EL 10 Compensation and Benefits)

EFFECTIVE DATE: February 1, 2001

PRACTICE:

Red Deer College recognizes that illness/injury can affect job performance and may require time away from work. Through treatment and referral these types of problems can be remedied particularly with early recognition and referral to the appropriate agency.

Red Deer College seeks the co-operation of all employees who are encountering such problems. The Disability Management Program provides recognition, identification, treatment, referral and follow-up of an employee whose illness/injury seriously or continuously affects their job performance.

Red Deer College will make every reasonable effort to provide suitable (temporary) employment to any employee unable to perform their regular duties. This may include a modification of the employee's original position or providing an alternate position depending on the employee's medical restrictions.

All employees, regardless of injury or illness, will be considered for placement in modified work.

PROCEDURE:

1. Employee communicates any absence on the first workday of absence.
2. On the sixth day of absence, Short Term Disability process begins. The supervisor notifies the Claims Management Advisor of an employee's absence by telephone, fax or e-mail. The Claims Management Advisor contacts the employee to assess illness/injury and to establish the reasons for absence and to determine what health assessments may be needed in order to evaluate the employee's fitness to work status. The Disability Management Process is outlined to the employee. The employee will provide the attending physician's medical certificate regarding absence. The employee completes a "Release of Information" to allow the Claims Management Advisor to liaise with health care providers.

3. Claims Management Advisor co-ordinates treatment, rehab and return to work (on-going). Claims Management Advisor liaises with supervisor on employee's status.
4. Before an injured employee returns to work, the employee shall notify the Claims Management Advisor and may be required to submit medical clearance from their doctor. If light or modified duties are considered to be an option to regular duties, the College may require an examination by a physician appointed by the College to recommend the appropriate work assignment.
5. On the twentieth day of absence, the Claims Management Advisor prepares for Long Term Disability. The employee, Human Resources representative and the physician complete Long Term Disability forms. The completed forms are then sent to the insurance company for review and acceptance of Long Term Disability claim.
6. On the ninetieth day of absence, Red Deer College compensation ceases.
7. On the ninety-first day of absence, Long Term Disability benefits begin for the employee. The insurance company manages claim and continues to liaise with Claims Management Advisor.
8. After 24 months of Long Term Disability is reached, a decision is made by the insurance company in regards to the employee's ability to return to some type of work or if he/she is totally disabled and unable to return to any occupation.
9. If the employee is deemed unemployable, the insurance and LAPP benefits will continue and they will cease to be employees of the college.
10. If the employee is deemed employable to some extent, then Red Deer College will review each case individually. Review options include:
 - a. "duty to accommodate"
 - b. undue hardship
 - c. revocation or career training
 - d. work hardening
 - e. termination/reassignment

Notes:

1. The long term disability benefits entitlement is a contractual agreement and each case will be reviewed individually.
2. It is the responsibility of the employee to notify the Claims Management Advisor of all absences from home greater than 3 days. Failure to follow the above procedure can result in cancellation of your disability benefits.

3. At any time in the process, an employee may return to work either to modified or full duties. The Claims Management Advisor will manage and facilitate accordingly.
4. During periods of time where there are no classes faculty members are not eligible for disability benefits unless hospitalized, and then only for the period of hospitalization. Each case is reviewed individually. The Red Deer College modified work program runs 12 months/year.
5. If employees are deemed medically fit to return to their pre-disability position, they will be paid at their pre-disability wage for any hours worked. If they are not fit to work in a capacity equal to their pre-disability position, their permanent salary will be determined by the permanent position they fill. During times of assessment or transition, the employee will be paid at their pre-disability rate of pay.

ACCOUNTABILITY:

Director, Human Resources

RESPONSIBILITY:

Claims Management Advisor

Consultation for Review:

Health and Wellness Coordinator

Practice Review Date:

Annually

Associated Standard Practice: