



COUNTY OF NORTHERN LIGHTS

POLICY

MODIFIED WORK PROGRAM

CREATED: 2/9/2025

REVISED:

TOTAL PAGES: 1

BACKGROUND

Management is committed to the health, safety, and wellness of its employees, clients, and the public. We recognize and accept the responsibility to provide our employees with a safe, healthy, and productive work environment. Management has developed a modified work program in conjunction with the Workers' Compensation Board Claims Management process. This program has been developed to provide support to ill or injured workers to assist in rehabilitation and early return to work.

POLICY

In the event of a safety incident, we are committed to conducting an immediate non-biased investigation, to determine root cause and will notify all clients/agencies employees of our findings to eliminate/rectify current and future safety upset conditions. Our investigation findings will be forwarded to clients and colleagues within the industry so that we may all learn and promote a "Courage to Care" attitude within our industry.

We are committed to treating an injured employee and their family with respect and will file all appropriate documentation expediently to ensure the employee receives the medical attention and proper medical coverage they require during this time of grief.

We will support the employee in their effort to Stay at Work, Return to Work, light and casual office, and modified field work, and ensuring time is made available to attend rehabilitation programs. Management will make every reasonable effort to provide suitable temporary employment to any employee who is unable to perform their regular duties due to illness or injury. This employee will be given an alternate position, depending upon his or her medical restrictions. Participants placed on modified duties will be asked to provide input and feedback in order to improve the program. All employees will be considered for placement in the modified work program if they are able, regardless of illness or injury. Employees participating in the modified work program will be paid their normal wages while conducting modified work.

REFUSAL OF OFFER

Any refusal by an employee to participate in the Modified Work Program shall be dealt with immediately. The employee will be interviewed and reasons for refusal recorded. This information will be forwarded to WCB immediately.

RETURN TO REGULAR DUTIES

When medical clearance to return to regular duties has been received, the Supervisor will confirm this with the Employee's physician and WCB. The employee will be monitored as he or she returns to regular duties.

Chief Elected Official

Chief Administrative Officer