

## Best Practices for Modified Work Program

- Ensure all employees know that modified work exists and is available in the event of illness/injury and they are expected to participate with the support of their physician and employer. Treat all parties with respect & dignity.
- Maintain an inventory of physical demands of all positions in each working area.
- Ensure all modified work is suitable, safe, meaningful and productive work. The modified work will accommodate the worker's medical restrictions without endangering his recovery/safety or the safety of others.
- Ensure the employee has been medically cleared to RTW to regular or modified duties. If modified duties are indicated make sure the restrictions are clearly identified. If they have not been, provide the employee with information for their physician, outlining detailed information of the physical demands of the regular duties and the proposed modified duties.
- Consult with the employee and union (if applicable) when developing and implementing a modified work program.
- It is recommended that a return to work plan be utilized in all cases where modified work is being proposed and all parties involved be advised of the modified work agreement. Make sure the goals and expectations are clearly outlined. The return to modified work agreement should include hours/day, days/week, detailed work duties, break/rest periods, duration of the modified work, timelines for reviewing progress (to modify duties as required), timelines for medical reviews, who does the employee report issues to, etc. (see Return to work Plan in Return to Work Guidelines)
- Provide support to the employee and line supervisors to address modified work issues including any impact on the work unit.
- Identify one individual who the employee will report to and can address any concerns or issues that may arise during the modified work program.
- Meet weekly with the employee to review progress and complete the Return to Work Weekly Progress Review (see Return to Work Guidelines). Keep the lines of communication open.
- Ensure any changes to the original plan are updated i.e. change in estimated return to full duty date.