



Leader accommodation checklist

STAGE 1

Through the first three steps of the accommodation search, you as a leader are responsible to find a suitable accommodation with support and guidance of the [Return to Work Coordinator](#) (RTWC) or [Vocational Rehabilitation Consultant](#) (VRC).

Use this fillable checklist for support when moving through the steps in the most common accommodation situations. It should guide your approach and decisions, but keep in mind that you should evaluate each case individually, as each presents unique circumstances.

STEP 1 Start with request for accommodation

You have received a request for accommodation. An accommodation plan begins when The City receives notice that an employee can return to work with medical restrictions. This step can be triggered by:

1. Direct request from employee
2. Request through RTWC, received through benefits provider or WCB.

Typical requests for accommodation include: gradually increasing days to return to work from injury or illness, changing hours of work and/or adjustments in the physical and cognitive demands of the work.

This information will be shared with the RTWC and/or VRC who will help coordinate the accommodation process with the employee and leader.

- The request is supported by the appropriate documentation:
- [Return to Work with Restrictions \(X428\)](#)
 - OIS (Occupational Injury Services) Physician Progress Report (WCB claims)
 - Communication form from Homewood Health (S&A claims)
 - Detailed email from RTWC and/or VRC

Requests should be supported with information about your employee's abilities and needs based on their medical restrictions. This allows the RTWC and/or VRC to assess the employee's fitness to work compared to the demands of the work available and find a reasonable accommodation.

- Reviewed and discussed the medical restrictions with the employee and the RTWC and/or VRC.

GO TO STEP 2

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STEP 2 Gather the facts and explore accommodation

- Discuss with my employee how the restrictions might impact the ability to meet work requirements.
- Complete the *How to: Identify Work Accommodations (Stage 1)* to help me assess and evaluate modified work options in consultation with my employee and the RTWC and/or VRC.

Finding an accommodation solution at the earliest possible stage in the process reduces the impact to the employee and business unit. It also reduces overall claim costs. The best option to consider before any others is accommodating your employee in their own job.

Search results

- I can accommodate my employee in their own job with modifications.
or
- I can accommodate my employee within my work area with other work.
and
- I have offered my employee modified or alternate work accommodation.
Ideally this should be offered within 3 days of receiving notice that this employee is fit for work.

IF ACCOMMODATION IS FOUND, GO TO STEP 3. IF NOT, CONTINUE.

- I cannot accommodate the employee in my work area and require further support with the process.
- Contact my RTWC and/or VRC to start Stage 2 of the accommodation search.
- Complete the *How to: Identify Work Accommodations - (Stages 2 to 5)* to assess alternative work outside the employee's own work area.
- Review the *Temporary Accommodation Process Map* for an overview of the next steps.

Once an accommodation solution has been agreed upon, and all the information has been gathered, the RTWC or VRC will create and implement the Return to Work Plan and forward it to you and your employee.

- Send this checklist, the *How to: Identify Work Accommodation (Stage 1)* and if applicable *How to: Identify Work Accommodation (Stages 2-5)* to the RTWC or VRC.

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STEP 3 Implement accommodation

Once an accommodation solution has been agreed upon, and all the information has been gathered, the RTWC or VRC will create and implement the Return to Work Plan and forward it to you and your employee.

During the accommodation phase, the RTWC and/or VRC will continue to follow up with you and your employee to ensure the modified or alternate work options identified are sustainable.

- Review Return to Work Plan and communicate any changes to the RTWC.
- Prepare for my employee's accommodation and return to work (if applicable).
- Review *Orientation for Accommodation Checklist*.
- Ensured the appropriate steps were taken for my employee to enter their time into myHRconnect.