



## Accommodation Infosheet

### **What you need to know when your accommodation is outside your work area**

Following contact from your Ability Advisor (AA) or Vocational Rehabilitation Consultant (VRC), you can expect a phone call from your new alternate work leader before your accommodation starts. The purpose of the call is to welcome you back to work, gather, and share information about the work you will be starting. A separate meeting will be scheduled to review the job duties, pay, vacation, work schedule, Return to Work Plan, performance and attendance expectations.

### **Return to Work Plan**

Please be familiar with your Return to Work Plan. You should have received a copy of it from the AA, VRC or your new work leader. Review the information to ensure it accurately reflects your medical restrictions. If there are any differences between it and your understanding, contact your physician or benefit provider immediately. Then inform your AA or VRC.

### **Your Role and Responsibilities**

#### **You have the responsibility to:**

- Carry out the duties of the position to the best of your abilities.
- Meet the performance expectations of the work.
- If things are not clear, ask questions to better understand what is required.
- Attend work on a regular and consistent basis as medically cleared by your physician.
- If unable to attend work, contact your leader to report your absence. Your leader may inquire as to the nature of the absence to provide support and information to you.
- Contact your benefit provider regarding your absence from work.
- Comply with all rules, procedures, policy and legislation requirements.
- You will receive a safety orientation, but if any safety issues are identified, speak with your leader.

### **Code of Conduct**

As a City employee, you are expected to treat clients, coworkers and the public with respect and dignity. And you can also expect to be treated with respect and dignity while at work.

### **Monitor changes in your abilities**

If there are changes in your abilities and/or medical restrictions during your accommodation, inform your leader and the RTWC or VRC. You will need to provide supporting documentation, usually completed by your physician on the [Return to Work with Restrictions \(X428\)](#) form.

If you are receiving benefits while being accommodated (e.g. Sickness & Accident, Long Term Disability or WCB), ensure your benefit provider has current medical information from your physician or treatment provider.