

Accommodation and Return to Work Policy and Procedure Enhancement

Background

The Municipality of Clarington is in the Durham Region of Ontario, Canada. It provides a wide range of services and programs to its residents, including:

1. Public works
2. Planning and Infrastructure
3. Community Services
4. Parks and recreation
5. Emergency services
6. Tourism and Economic Development

Purpose

The primary purpose of the research is to find out the best Accommodation and Return to Work Policy and suggest the suitable policy and procedures that are most applicable to the Municipality of Clarington so that the human resource (HR) managers can implement that policy in their organization to ensure appropriate accommodations for every employee throughout the employment cycle.

Research Questions

1. What are the best practices for establishing an enhanced 'Accommodation and Return to Work Policy'?
2. Is the existing return-to-work policy of the Municipality of Clarington matched with the best practices?

Methodology

Review related research literature, journals, and surveys. Consult with Municipality Clarington and York. Afterwards, analyze the data to finalize policy recommendations.

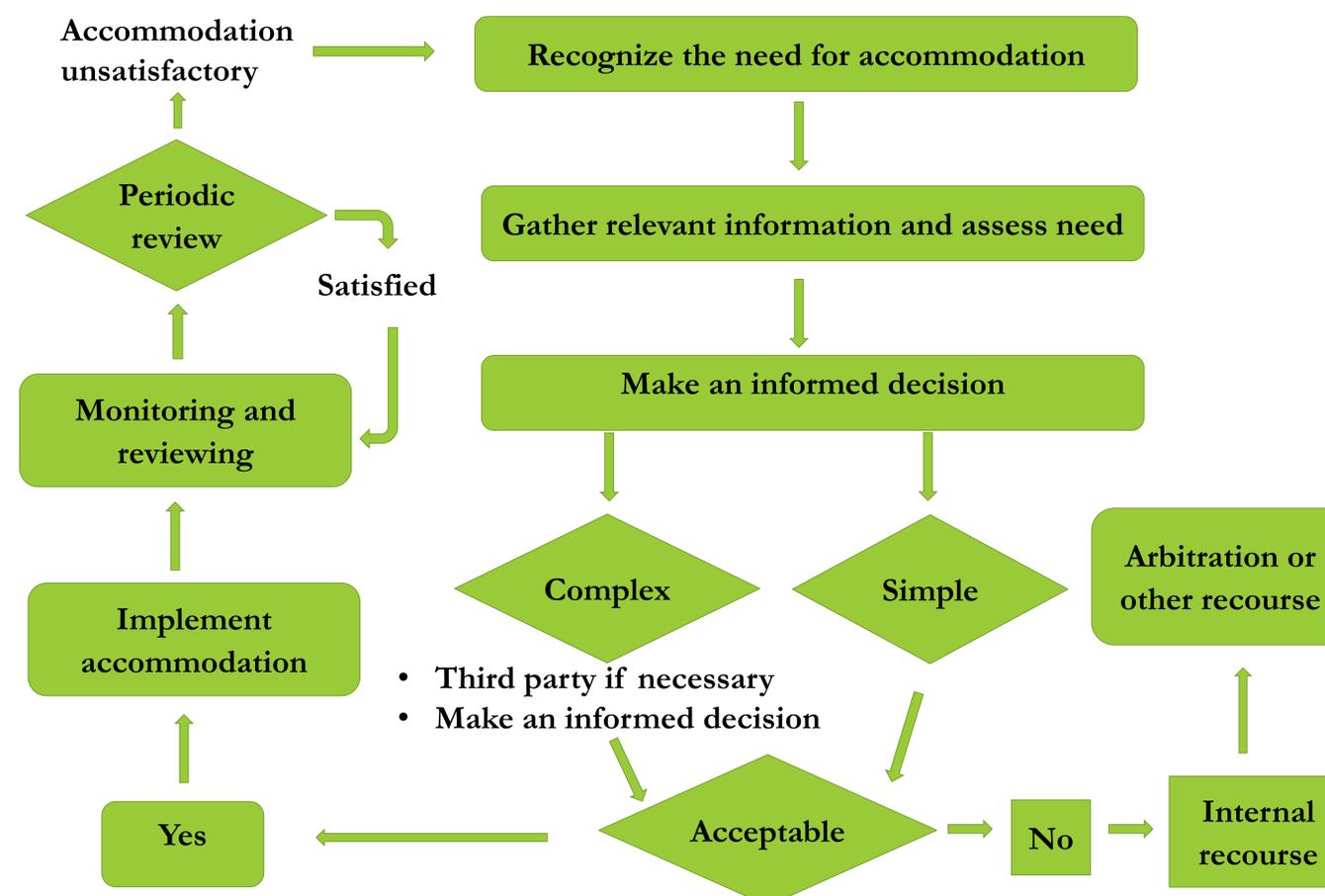
Key Findings

1. Some core benefits of accommodation and return to work are retaining experienced, skilled, and knowledgeable workers; reducing hiring and training costs; Improving the health and safety culture; and enhancing the organization's image.
2. Some suitable accommodations are modified duties, alternate duties, reduced hours, training and graduating early and safe return to work
3. The top required workplace accommodations for employees with disabilities aged 25 to 64 are modified or reduced work hours, modified or different duties, modified or ergonomic workstations, and working from home.
4. The top reasons why requests are not made for workplace accommodations required by employees with disabilities aged 25 to 64 are uncomfortable asking, fear of negative outcomes, the condition not being severe enough, and did not want to disclose the need for workplace accommodations.

Recommendations

1. Find out the accommodations requirement through a survey and use the proposed flowchart to implement the accommodations process and post-survey to determine the effectiveness of the solutions
2. Form an Accommodations and Return to Work Committee and Employee Health Unit
3. Enable job crafting and inclusion of coaching, seek expert opinions regarding accommodations when required
4. Enhance the use of digital assistive technologies to support remote working to accommodate people with disabilities
5. Enable resource-sharing with the Municipal User Group (MUG WSIB) to network on disability management information and processes.
6. Provide training to supervisors and human resource staff on how to implement and comply with new policies and how to handle requests for accommodations
7. Foster a supportive workplace culture that values diversity and promotes equal employment opportunities.

Proposed Accommodation Process Diagram



Source: Canada.ca

Conclusion

The research intends to determine the best Accommodation and Return to Work Policy for the Municipality of Clarington that could help the organization achieve its objective in this issue. Moreover, it will help simplify the entire procedure and help the organization manage the issue more efficiently. Finally, promoting these practices will help the organization enhance its image in the community.

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