



HBT POLICY:
Rehabilitation Plan
Rehabilitation Services A-3.2
Policy Number OC-11-6-v1

Policy Statement:

This policy provides a consistent and planned approach to determine and document the Rehabilitation required to resolve barriers to Gainful Employment.

Principles

- Every Employee engaged with Rehabilitation Services has a documented Rehabilitation Plan
- Rehabilitation is provided to resolve barriers to Gainful Employment
- Employees are responsible for their involvement in Rehabilitation planning and participation in contracted services

Guidelines

1. Barriers to Gainful Employment are identified in the Intake Assessment (Policy A-3.1 Intake Assessment), and the Rehabilitation required to address these barriers is documented in the Rehabilitation Plan
2. The Rehabilitation Plan is a course of action developed jointly by Rehabilitation Services, the Employee and the Union (if the Employee wishes) in consultation with the employer and Great-West Life (GWL) to resolve barriers to Gainful Employment
 - Information is shared as authorized by the Employee (Policy B-3.1 Privacy)
3. The Rehabilitation Plan includes specific outcome measures to track Employee progress, participation and cooperation
4. Rehabilitation Services invites Employees to participate in Rehabilitation during initial contact and advises that under the terms of the LTD Plan, Employees are required to participate in Rehabilitation Plans developed by Rehabilitation Services to maintain entitlement to LTD benefits (see Collective Agreements: Long Term Disability Insurance Plans in *Relevant Documents/Links*)

Practice

Rehabilitation Services develops a Rehabilitation Plan to address barriers to Gainful Employment identified in the Intake Assessment (Policy A-3.1 Intake Assessment).

- 1) In determining Rehabilitation required, Rehabilitation Services considers the following:
 - a) Potential and likelihood for Rehabilitation to resolve or ameliorate barriers
 - i) Information from physician, health care provider and other professionals, including recommendations for Medical or Vocational Rehabilitation
 - ii) Potential for success
 - iii) Timeline available to provide Rehabilitation
 - iv) Minimum amount of Rehabilitation required to enhance Employability
 - b) Employee participation
 - i) Employee medical condition and functional status
 - ii) Relationship with employer
 - iii) Other considerations that may impact the ongoing progress of the plan: e.g. childcare needs, travel required for services, financial difficulties, family issues and emotional stress
 - c) Employer participation
 - i) Ability to provide job accommodation or modify Employee job duties
 - ii) Support for Rehabilitation Plan
 - d) Types of Rehabilitation available
 - i) Time required
 - ii) Cost of Rehabilitation
 - iii) The Employee's abilities and limitations related to Employability
- 2) The Rehabilitation Plan may include skills enhancing or retraining when:
 - a) Employer is able to provide accommodations within the Employee's functional abilities but the Employee does not have the education, training or experience required for Gainful Employment
 - b) Employer is unable to provide accommodations within the Employee's functional abilities and the Employee does not have the education, training or experience required for Gainful Employment
 - c) Rehabilitation Services evaluates the:
 - i) Availability of suitable training programs
 - ii) The Employee's ability, aptitude and attitude for skills enhancing or retraining
 - iii) Potential for successful outcome
 - iv) Information on future job prospects and gainful pay levels
- 3) The Rehabilitation Plan may include Rehabilitative Employment when this enhances Employability (see Collective Agreements: Long Term Disability Insurance Plans in *Relevant Documents/Links*)
- 4) Rehabilitation Services ensures that Rehabilitation identified is cost-effective by completing a cost benefit analysis (Policy A-3.3 Cost Benefit Analysis)
- 5) Rehabilitation Services documentation of the details of the Rehabilitation Plan includes:

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- a) Rationale for the plan
 - b) Employee's role and contribution
 - c) Other stakeholder (employer, Union, GWL) roles and responsibilities
 - d) Specific and objective measures of progress and timelines
 - i) For follow-up and review purposes
 - ii) To evaluate the Employee's compliance with the Rehabilitation Plan
 - e) Return to work planning with the employer
 - f) Outcome measures
- 6) Entitlement to benefits under the LTD Plan continues while the Employee participates in a Rehabilitation Plan provided the Employee is compliant with all terms of the Rehabilitation Plan (Policy A-7.1 Rehabilitation Compliance)
- 7) If earnings are received by an Employee entitled to LTD benefits for employment that has not been included in a Rehabilitation Plan, Rehabilitation Services refers the matter to GWL

Definitions

- **Employability** – The ability to perform Gainful Employment
- **Employee** – Employees of HBT's member employers who are covered by the HBT LTD Plan (plus the HSA LTD Trusts)
- **Gainful Employment** – Occupation for which the Employee has the education, training and/or experience at a rate of pay defined by the Employee's LTD plan (see Collective Agreements: Long Term Disability Insurance Plans in *Relevant Documents/Links*)
- **Intake Assessment** – Includes an evaluation of medical information, an Employee interview, a discussion with the employer to identify current or potential barriers to Employability and, if barriers exist, an evaluation of the possibility of these barriers being addressed by Rehabilitation
- **Rehabilitation**
 1. **Medical Rehabilitation** – Treatment designed to facilitate recovery from injury, illness, or disease and to restore sufficient physical, sensory, and mental functions to enable Gainful Employment. Treatment also includes assisting the Employee to compensate for deficits that cannot be reversed medically.
 2. **Vocational Rehabilitation** – Services offered to enable Employees with mental or physical disabilities to attain skills, resources, attitudes, and expectations needed to achieve Gainful Employment. Services offered may include skills enhancement or retraining.
- **Rehabilitation Plan** – Documentation of Medical and Vocational Rehabilitation required to resolve barriers to Gainful Employment including outcome measures and a timeline

Relevant Documents / Links

- A. Collective Agreements: Long Term Disability Insurance Plans
<http://www.heabc.bc.ca/Page20.aspx>
http://www.cssea.bc.ca/public_documents.php

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