



# HBT POLICY: Guidelines for Rehabilitation of Employees with Addictions Issues Rehabilitation Services A-4.3

Policy Number OC-11-24-v1

## Policy Statement:

This policy provides guidance in the Rehabilitation of Employees with functional barriers to Gainful Employment as a result of addictions issues.

## Principles

- Rehabilitation Services works collaboratively with Stakeholders whenever appropriate on the Rehabilitation of Employees with addictions issues that contribute to functional barriers to Gainful Employment

## Guidelines

1. When addictions contribute to functional barriers to Gainful Employment, Rehabilitation Services follows these guidelines:
  - Employees are assessed by an addictions specialist for Rehabilitation recommendations
  - In-patient Rehabilitation is used when recommended and where possible
  - Employees are reassessed by the addictions specialist for Rehabilitation, monitoring and return to employment recommendations post-treatment (if recommendations have not already been provided in the initial specialist assessment)
  - Functional barriers to Gainful Employment are reviewed collaboratively with the employer, Union and Great-West Life GWL as authorized by the Employee (Policy B-3.1 Privacy)
  - Rehabilitation Services or the service provider provides Rehabilitation progress reports to the treating physician on a regular basis
  - Employees are monitored for freedom from the addictive substance or activity

## Practice

- 1) When addictions issues are identified as barriers to Gainful Employment during the Intake Assessment (Policy A-3.1 Intake Assessment), an Addictions Specialist assessment is required for Rehabilitation recommendations ( Policy A-4.1 Independent Medical Consultations)

Rehabilitation Services Policy: OC-11-24-v1 A-4.3 Guidelines for Rehabilitation of Employees with Addictions Issues	Page: 1	Date: March 7, 2011
---	---------	---------------------

- 2) Rehabilitation Services develops a Rehabilitation Plan (Policy A-3.2 Rehabilitation Plan) and monitors Employee progress in the plan (Policy A-6.1 Monitoring the Rehabilitation Plan)

## 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.
- **Rehabilitation Plan** – Documentation of Medical and Vocational Rehabilitation required to resolve barriers to Gainful Employment including outcome measures and a timeline
- **Stakeholders** – Includes anyone who has an interest in managing LTD including the Employee, employer, GWL, HBT and Union

## 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](http://www.cssea.bc.ca/public_documents.php)

Rehabilitation Services Policy: OC-11-24-v1 A-4.3 Guidelines for Rehabilitation of Employees with Addictions Issues	Page: 2	Date: March 7, 2011
--	---------	---------------------