

 Yukon Workers' Compensation Health and Safety Board	Part:	Return to Work & Rehabilitation		
	Board Approval:	<i>Original Signed by Chair</i>	Effective Date:	July 1, 2008
	Number:	RE-12	Last Revised:	
	Board Order:		Review Date:	

EMPLOYMENT READINESS

When referencing any of the return to work policies, it is important to recognize the responsibilities of the employer and worker within the context of the complete return to work process. Therefore, the whole return to work model must be considered in its entirety and not only the specific guidelines under an individual policy.

GENERAL INFORMATION

In some cases, injured workers who are unable to return to their pre-injury job will benefit from targeted programming designed to assist them in re-entering the work force.

PURPOSE

This policy provides direction on the extent of Employment Readiness programming the Yukon Workers' Compensation Health and Safety Board (YWCHSB) will provide to injured workers who may be unable to return to their pre-injury job but have the potential to return to the work force.

PREVENTION

Preventing workplace injuries is the responsibility of everyone in the workplace. When injuries do occur, however, it is important for workers and employers to try to minimize the impacts by focusing on efforts to return the injured worker to safe and productive work as soon as it is medically possible.

POLICY STATEMENT

Employment readiness programming of up to four weeks, including loss of earnings benefits and the cost of employment readiness services, may be available to workers displaced from their jobs and pre-injury workplace because of the injury, but who are capable of re-entering the work force.

Vocational rehabilitation plans may be limited to a period of employment readiness where the worker is market ready and considered capable of earning pre-injury earnings because he or she has transferable skills, other qualifications, alternate work experience, or little or no residual disability following a vocational assessment. Employment readiness services may include:

1. resumé writing and preparation;
2. instruction and/or assistance on how to complete application forms;
3. job interview preparation; and
4. instruction on how to access information regarding job opportunities.

At the YWCHSB's discretion, employment readiness may be followed by further programming support where the worker locates an employer willing to provide an employment opportunity requiring, for example, a period of on-the-job training. This would help to reduce or eliminate the worker's loss of earnings.

Workers who travel outside of their home community while participating in the employment readiness program may be eligible for cost reimbursement.

ROLES AND RESPONSIBILITIES

Workers are responsible for participating actively in the vocational rehabilitation process, including employment readiness programming.

The YWCHSB is responsible for covering the costs of employment readiness programming under the terms of this policy and for assisting the injured worker with choices in his/her vocational rehabilitation plan and employment readiness programming.

For more on the responsibilities, see YWCHSB policy, "Vocational Rehabilitation".

APPLICATION

This policy applies to the Board of Directors, President/CEO and staff of the YWCHSB; to the Workers' Compensation Appeal Tribunal; and to employers and workers covered by the *Act*.

Chair

EXCEPTIONAL CIRCUMSTANCES

In situations where the individual circumstances of a case are such that the provisions of this policy cannot be applied or to do so would result in an unfair or an unintended result, the YWCHSB will decide the case based on YWCHSB policy “Merits and Justice of the Case.” Such a decision will be considered for that specific case only and will not be precedent setting.

APPEALS

Decisions made by the YWCHSB under this policy, can be appealed directly in writing to the hearing officer of the YWCHSB in accordance with subsection 53(1) of the *Act*. Notice of the appeal must be filed within 24 months of the date of the decision by the YWCHSB, in accordance with section 52 of the *Act*.

ACT REFERENCES

Sections 52 and 53

POLICY REFERENCES

EN-02, “Merits and Justice of the Case”
RE-10, “Vocational Rehabilitation”

HISTORY

New

Chair