

Client Services Policy Manual

Policy Number: **RE-17**
Subject: **Labour Market Re-entry (LMR) Expenses**
Chapter: **Return to Work and Rehabilitation**

Policy Statement

WorkplaceNL will cover expenses that it considers necessary and appropriate to support the completion of labour market re-entry (LMR) assessments and plans, to support re-entry into the labour market.

General

WorkplaceNL will pay service fees for evaluations, interpreter assistance, overnight accommodation, meal allowance and travel expenses during an LMR assessment. Travel and accommodation must be estimated and discussed in advance, to ensure the most cost-effective and practical methods are identified.

WorkplaceNL will pay the appropriate LMR plan expenses that it considers necessary. These expenses must be set out in the plan before it starts.

Payment of expenses is:

- Discontinued when the plan is completed; or
- Suspended or terminated if the plan is not completed.

I. Education and Training Expenses

The typical education and training expenses paid during an LMR plan include:

- application fees
- registration fees
- tuition
- text books
- course supplies or materials (i.e., tools, protective equipment, etc.)
- tutor assistance
- transcript fees

In addition, WorkplaceNL will pay a \$150 allowance each year for miscellaneous school-related or personal supplies (i.e., pencils, writing paper, printer paper, and ink cartridges or toner).

II. Travel and Parking

WorkplaceNL will reimburse workers for travel and reasonable parking expenses (excluding parking tickets) during the activities of the LMR assessment or plan.

The most cost effective and practical method of travel will be covered by WorkplaceNL.

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Coverage for travel expenses is limited where the worker chooses to relocate during an LMR assessment or plan. WorkplaceNL may only consider the lesser of the travel distance between either the pre-injury primary residence or the current residence, and the location of the LMR program.

III. Exceptional Expenses

WorkplaceNL will pay the following exceptional expenses if the circumstances require:

- Workplace Modifications and Assistive Devices
- Tuition Late Fees
- Health and Dental Insurance
- Tools, Equipment, or Protective Clothing
- Purchase of Computers or Laptops
- Internet Coverage
- Room and Board

A. Workplace Modifications and Assistive Devices

WorkplaceNL will pay for all reasonable modifications and assistive devices that will enable the worker to participate in the LMR plan.

WorkplaceNL will pay for repair and replacement costs of modifications or assistive devices that WorkplaceNL purchased. Costs will not be paid if the damage is attributable to misuse or is in conflict with warranty requirements and recommended operating instructions (see Policy RE-18 Hierarchy of Return to Work and Accommodation).

B. Tuition Late Fees

Late tuition fees can be paid if due to delays at WorkplaceNL. Late fees will not be covered if due to actions on the part of the worker.

C. Health and Dental Insurance

WorkplaceNL will only cover the cost of health and dental insurance for a worker while completing an LMR plan. WorkplaceNL will not cover the cost of insurance for family members.

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D. Tools, Equipment, or Protective Clothing

WorkplaceNL will pay for tools, equipment, or protective clothing required to participate in or complete the LMR plan if:

- These items are a requirement of the program;
- The school, program or agency does not provide these required items to the worker;
- The worker provides WorkplaceNL with information indicating the requirement within the program; or
- The worker requires these items due to the work-related impairment.

E. Purchase of Computers or Laptops

WorkplaceNL will supply or purchase a computer or laptop for a worker when:

- The worker is enrolled in a formal training program; or
- WorkplaceNL determines that the computer or laptop will be beneficial to the LMR plan.

WorkplaceNL will determine an appropriate computer or laptop for the worker based on:

- The program in which the worker is enrolled; and
- The computer requirements.

WorkplaceNL will pay the warranty cost for the service and repair of the device during the program. This excludes any damages resulting from misuse.

F. Internet Coverage

WorkplaceNL will only pay for internet services if the worker does not currently have internet, or if the service they have is not suitable and access to the internet is necessary to support the completion of the LMR plan.

In the circumstance where the worker's current internet is not suitable, WorkplaceNL pays the difference in cost to upgrade the service.

G. Room and Board

WorkplaceNL pays room and board expenses if a worker is required to live away from home while participating in an LMR plan. Trips home while attending a training program will be limited to one trip per semester (i.e., midterm break). In the case of family

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emergencies, WorkplaceNL will consider funding additional trips home as needed. WorkplaceNL will reimburse the worker for the most cost effective and practical method of travel for the return trip.

Where the worker chooses to move during an LMR plan, WorkplaceNL may only consider the lesser of the travel distance between either the pre-injury primary residence or the current residence, and the location of the LMR program.

Merits and Justice

Where the individual circumstances of a case are such that the provisions of this policy cannot be applied or to do so would cause an unfair or unintended result, WorkplaceNL will decide the case based on its individual merits and justice as outlined by Policy EN-22 Merits and Justice. Such a decision will be considered for that specific case only and will not be precedent setting.

Reference:

Workplace Health, Safety and Compensation Act, Sections 88, 89, 89.1 and 89.2

Policies:

EN-22 Merits and Justice

RE-18 Hierarchy of Return to Work and Accommodation

Amendment History

Original Effective Date	2001 11 01
Revision #1	2004 03 18
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