

## Client Services Policy Manual

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

---

### Policy Statement

WorkplaceNL will pay the expenses related to a labour market re-entry assessment and plan that it considers necessary and appropriate.

### General

#### Labour Market Re-Entry Assessment Expenses

WorkplaceNL will pay expenses during the labour market re-entry assessment that it considers appropriate, including the service fees for evaluations, interpreter assistance, accommodation, meal allowance and travel expenses.

#### Labour Market Re-Entry Plan Expenses

WorkplaceNL will pay expenses relating to a labour market re-entry plan that it considers necessary and appropriate.

All anticipated expenses or costs to be paid by WorkplaceNL must be set out in the labour market re-entry plan before the plan starts. Payment of expenses is discontinued when the plan is completed, or if the plan is terminated before completion.

#### Typical Expenses

The typical education and training expenses paid during a labour market re-entry plan include:

- i. registration fees
- ii. tuition
- iii. examination fees
- iv. text books
- v. course materials (items or supplies specifically required for a course or project)
- vi. tutor assistance, and/or
- vii. transcript fees.

WorkplaceNL will pay a \$25 allowance each year for miscellaneous school-related or personal supplies (e.g., pencils, writing paper).

#### Travel and Parking

WorkplaceNL will reimburse workers for travel and reasonable parking expenses (excluding parking tickets) incurred during the

## Client Services Policy Manual

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

---

activities of the labour market re-entry assessment or plan.

The most cost effective and practical method of travel will be covered by WorkplaceNL. Where the worker makes use of his or her own vehicle, reimbursement for travel will be calculated based on the number of kilometers traveled (return trip) in excess of 50, multiplied by a constant rate per kilometer as prescribed by WorkplaceNL.

Where the worker chooses to move following a work injury, 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 labour market re-entry program. Each case is decided based on its individual circumstances.

### **Exceptional expenses**

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

### **Workplace modifications and assistive devices**

WorkplaceNL will pay for all reasonable modifications and assistive devices that will enable the worker to participate in the labour market re-entry plan.

WorkplaceNL will pay for repair and replacement costs of modifications and assistive devices that WorkplaceNL purchased, unless damage is attributable to misuse or is in conflict with warranty requirements and recommended operating instructions (see policy RE-18 "Post-Injury Accommodation".)

### **Tuition Late Fees**

Should late fees be incurred by the worker in payment of tuition which are due to actions of WorkplaceNL and not the worker, WorkplaceNL will pay for these fees.

### **Tools, equipment, or protective clothing**

WorkplaceNL will pay for tools, equipment, or protective clothing required to participate in the labour market re-entry plan when:

## Client Services Policy Manual

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

---

- i. the school or program agency does not provide or make available to the worker the necessary tools, equipment, or protective clothing, and
- ii. the tools, equipment, or protective clothing are specifically required to complete the program or course, and the worker provides WorkplaceNL with information indicating that requirement, or
- iii. because of the work-related impairment, the worker requires specialized tools, equipment, or protective clothing.

Where a computer is a mandatory requirement of a labour market re-entry program, or where WorkplaceNL determines that a computer is required in order to accommodate the worker's physical limitations associated with the work injury, a computer will be supplied to the worker until the completion of the program.

### Room and board

WorkplaceNL pays room and board expenses if a worker is required to live away from home while participating in a labour market re-entry assessment or plan. Trips home while attending a training program will be limited to one trip per semester (e.g. midterm break). In the case of family emergencies, WorkplaceNL will give consideration to 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 following a work injury, 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 labour market re-entry program. Each case is decided based on its individual circumstances.

### Exceptional Circumstances

In cases 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 unintended result, WorkplaceNL will decide the case based on its individual merits and justice. Such a decision will be considered for that specific case only and will not be precedent setting.

## Client Services Policy Manual

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

---

**Reference:** *Workplace Health, Safety and Compensation Act (the Act), Sections 88, 89, 89.1 and 89.2*

### **Amendment History**

<i>Original Effective Date</i>	2001 11 01
<i>Revision #1</i>	2004 03 18