



# Workplace Possibilities Program

## Frequently Asked Questions

The following questions and answers will provide information about the Workplace Possibilities Program through your disability insurer, Standard Insurance Company (The Standard)†. The information outlined in this FAQ will explain the program, which can be provided to covered employees who have a medical condition that could lead to a disability and to those who have filed a disability claim.

### What is the Workplace Possibilities Program?

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The program provides a Workplace Possibilities Consultant, a professional case manager who is assigned to assist employees who are out on disability return to work, or provide assistance to an employee that is having difficulties at work because of a medical condition.

The key objectives of the program are to:

- Assist employees in resuming job duties after a disability;
- Assess work stations and implement accommodations to ensure employees perform their jobs productively and safely;
- Remove barriers to employees' comfort, safety and ability to perform job effectively; and
- Promote open communication among all parties, including the employee, supervisor, human resources, medical providers and others.

### How do I obtain Stay-at-Work assistance?

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You can review your situation with your HR Department and request the necessary Stay-at-Work paperwork.

### What will be required for Stay-at-Work assistance?

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You will need to provide medical records that include reference to the specific condition (or diagnosis/diagnoses), objective findings and treatment, and associated limitations and restrictions that impact your productivity. We will also need the contact information for your medical provider(s) who has treated you for this condition within the last year. You will need to sign an Authorization to Obtain and Release Information form so that we can contact your medical provider(s) if clarification, additional documentation or approval of recommendations is needed.

### What can I expect with my Stay-at-Work case?

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You will be contacted by a case manager at The Standard who will review your condition, symptoms and how your condition impacts your work. Depending on the condition, you may require an ergonomic assessment. This can be performed on-site or virtually. Following the ergonomic assessment, recommendations regarding appropriate equipment or other accommodations will be made. The recommendations will be reviewed with you, and your HR Department.

### Does my employer need to know that I have applied for Stay-at-Work?

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Yes, HR or Risk Management at your work site will be notified with ongoing communication about accommodations. We will not release any confidential or personal health information (PHI) to your employer, but we will review limitations and restrictions along with supported accommodations with HR, Risk Management and your supervisor if so directed.

### If I apply for Stay-at-Work is this considered a Disability claim?

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This is not considered a Disability claim, but a Reasonable Accommodation expense claim.

### If equipment is purchased will it be mine to keep or to take to another employer?

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The equipment will be property of your employer. The Standard does not own or maintain the equipment provided to you through the Reasonable Accommodation Expense provision. However, medical devices and aids such as prosthetic devices, hearing aids, wheelchairs and dentures ("Exempted Aids and Devices") are your property. The Standard will not approve duplicative Reasonable Accommodation Expense benefit claims for the same person.

### My peer at work has received a sit-stand work station, but I was only offered a chair. Why?

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Every case is reviewed individually for support of accommodations through this program. We do not release PHI and will not review other employees' cases with you.