



Frequently Asked Questions

About The Workplace Possibilities Program

The following questions and answers will provide information about the Workplace Possibilities Program through The Standard Life Insurance Company of New York.

What is the Workplace Possibilities Program?

The program provides a Workplace Possibilities Consultant, a professional case manager, who is affiliated with The Standard, to help employees that 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:

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

Who is Eligible for Workplace Possibilities at SUNY?

Employees must be an insured member in The Standard's Long Term Disability Plan. The Long Term Disability plan covers all unclassified SUNY employees who are eligible for the NYS Health Insurance Program:

- **Professional Staff:** *All employees in unclassified service positions whose professional obligations are primarily non-teaching*
 - **Unclassified Service Positions:** *All positions in the professional services, such as those requiring performance of educational functions and other professions required for administration of the university.*
 - **Unclassified Service Employees:** *Employees in unclassified service positions*
 - **Half-time Managerial Confidential:** *Unclassified half-time employees not in a negotiating unit established pursuant to Civil Service Law*
 - **Part Time Academic Employees:** *Unclassified part-time employees having primarily teaching duties*
 - **Part-Time Professional:** *Unclassified part-time employees whose professional obligations are primarily non-teaching*
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What Conditions Are Eligible For Workplace Possibilities Assistance?

There are two different approaches to the Workplace Possibilities Program. The employee must be an insured member in The Standard's LTD plan and:

- **Stay At Work:** *Employee has a diagnosis and is undergoing treatment for limitations and restrictions that are impacting their abilities to perform essential job functions.*
- **Return To Work:** *Employee's condition or specifics of the case have the potential to transition to LTD or the employee is currently on a LTD claim.*

How is a request for Workplace Possibilities Initiated?

Please provide the Benefit Administrator the Request for Services form(s) located within the SUNY Reference Guide or have them call us directly at 1-855-WPP-PROG (1-855-977-7764).

What is Required For Stay-At-Work Assistance?

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

If an Employee Applies For Stay-at-Work Is This Considered A Disability Claim?

This is not considered a disability claim, but a reasonable accommodation expense claim.

If Equipment Is Purchased Will It Be The Employee's To Keep Or To Take To Another Employer?

Please discuss this directly with your HR or Risk Manager. 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.