



The Hartford's Absence and Productivity Assessment (APA)



Overview

Running a successful business requires many factors related to employee safety and absence management, including maintaining a healthy, engaged workforce. That's where our Absence and Productivity (APA) assessment can help: By evaluating your organization's current state, we can define critical factors relevant to specific workforce management programs and provide a customized "report card" indicating how you are positioned to manage certain aspects of employee health and productivity.

Our Risk Engineering Consultants, who are Hartford professionals experienced in evaluating workplace and workforce factors, will create a report targeting the following areas:

- ADA Preparedness¹
- Return-to-Work (RTW),
Transitional Duty Programs
- Job Descriptions
- Business Culture/
Senior Leadership Investment
- Resource Allocation
- Health & Wellness Services

ADA PREPAREDNESS

Objective:

Determine if there is a defined process to manage ADA cases.

Does it include how:

- Employees request a job accommodation
- A supervisor will respond
- The employer conducts the interactive process to determine if they can provide a reasonable accommodation?

Focus Areas

- Tracking and reporting protocols
- Defined interactive process
- Method to identify job modifications

RETURN-TO-WORK PROGRAM

Objective:

Determine if there is a program or process to offer transitional work opportunities for disabled employees. If offered, who provides oversight, how are these situations documented and how successful is the program?

Focus Areas

- Are transitional duty options offered to all employees, regardless of type of disability (occupational, non-occupational causes)?
- Is there a well-defined process to help facilitate these requests?

JOB DESCRIPTIONS

Objective:

Determine if work positions are documented with accurate and complete information

Focus Areas

- Are descriptions available for all prevalent positions?
- Do the job descriptions specify the Essential Duties and Functional Job Requirements?
- Is there a process to identify possible job modifications?

BUSINESS CULTURE/LEADERSHIP INVESTMENT

Objective:

Determine if business leaders support programs designed to protect and preserve their workforce

Focus Areas

- Program investment is demonstrated and communicated by senior leaders
- Support is consistent and communicated at multiple levels of the business

RESOURCE ALLOCATION

Objective:

Identify the resources available (internal and external) to address workplace safety, ergonomic interventions, transitional duty and job accommodation requests

Focus Areas

- Company resources (HR, Risk Management/Safety, Medical staff)
- Vendor utilization
- Process to define resource allocations

HEALTH & WELLNESS SERVICES

Objective:

Identify ancillary programs offered to employees to improve their mental and physical health; what are the engagement or utilization rates, and incentives used to attract participation?

Focus Areas

- Employee Assistance Services
- Weight Management Programs
- Smoking Cessation
- Healthy Mothers/Healthy Baby Resources
- Better Sleep Programs
- Ergonomic Evaluation Services

If you have any questions, please visit THEHARTFORD.COM/ABSENCE-MANAGEMENT or contact your Hartford Representative.

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¹ This service does not assure compliance with requirements for "reasonable accommodations" under the ADA.



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