**Host Work Placements**

**Roles and Responsibilities for Host Work Placements**

Host work placements are temporary placements initiated to assist an ill or injured employee return to work in a location other than their substantive position, where medical advice indicates that the employee is medically unable to undertake a return to work in their substantive position.

Host work placements are temporary and there are no expectations that the host work placement unit/school will be required to permanently take on the injured employee.

Host Supervisor

The host work placement supervisor has the responsibility for day-to-day supervision of the host employee, which includes:

* Provide a local workplace induction to the host employee.
* Provide details and direction to host employee of host work duties and performance expectations.
* Monitor performance and provide timely feedback to host employee and Rehabilitation and Return to Work Coordinator (RRTWC).
* Monitor attendance and sign timesheets to confirm hours worked according to Return to Work Plan.
* Document performance or attendance feedback.
* Advise RRTWC of any health related or attendance issues with host employee and/or impact of host employee on workplace.

Host Employee

The host employee reports to the host supervisor for the duration of the host work placement for all work related matters, including:

* Clarification of host work duties and performance expectations.
* Submitting applications for leave, including ADO, Recreation, Sick and Long Service Leave.
* Notifying the host work placement supervisor and RRTWC of any health related issues with the host work placement.
* Participate in host work placement activities e.g. team meetings or training.
* Notifying the host work placement supervisor of any unscheduled absences.

Substantive Workplace Supervisor

* Ensure the Region has approved Additional Allocation funding for the host work placement. (Education Portfolio school based employees).
* Continue to pay the salary of the employee for the duration of the host work placement. (Training Portfolio employees and Central/Regional Office Education Portfolio employees).
* Liaise with the host work placement supervisor and Injury Case Manager as required.