



Department: Human Resources
Section: Employee Benefits

A Return-to-Work program is intended to provide an opportunity for an injured or ill employee to return to work in a medically supervised program that the employee is medically able to sustain. The Return-to-Work program will be implemented at the employee's earliest possible return to productivity.

It is the responsibility of the employee, supervisor and Human Resources Department representatives to work collaboratively and cooperatively to establish the Return-to-Work plan. It is the responsibility of the Human Resources Department to approve the Return-to-Work plan prior to its implementation. The respective Coordinators of Human Resources will be responsible for Return-to-Work programs.

A Return-to-Work program will be developed when an employee has an illness or injury that prevents the employee from returning to their previous assignment. The employee must be capable of carrying out work of a lighter or modified nature as supported by written documentation from a physician or physiotherapist.

Return-to-Work programs must be coordinated by the Human Resources Department in consultation with the employee's immediate supervisor. The Return-to-Work program may be a gradual return to work, transitional work, or work hardening depending on the individual employee's circumstances. A gradual Return-to-Work program will gradually increase the employee's hours of work. A transitional work program will be considered when an employee is unable to perform any aspect of the pre-injury position. A work hardening program will provide an opportunity for an employee to progressively add duties as the functional abilities improve.

Compensation for an employee involved in a Return-to-Work program will depend on the employee's status and insurance coverage; for example, if it is supported by Worker's Compensation.

Employees involved in a Return-to-Work program will return to the position they held prior to the injury or illness. The duties will be dependent on the job description of this position and consistent with the employee's functional abilities. Casual or spare employees will participate in a Return-to-Work program in the classification held prior to the injury or illness.

The Return-to-Work program must be medically supported in writing by a physician or physiotherapist. Regular updates of the program are to be provided to the Human Resources Department.

An individual Return-to-Work program will be developed for each employee and will include:

- the nature of the employee's impairment;
- the functional abilities/pattern of recovery including clear guidelines on the employee's abilities and limitations;
- a timeline, including dates for monitoring of progress and a completion date;
- a reporting mechanism for monitoring progress.

If a Return-to-Work plan is not successful, then it will be the responsibility of the Human Resources Department to identify the issues and, if possible, a resolution. The goal of the Return-to-Work program is to enable an employee to be restored to the maximum pre-injury or pre-illness capacity.

Monitoring

- The Director of Human Resources is responsible for the implementation, monitoring and revision of this administrative procedure.
- This administrative procedure will be monitored annually.

Superintendent Approved: December 17/07

Ref: BP 303.4

Monitoring Date: Annually

Revised: February 15/13, February 9/16