

**Return to Work Procedure**

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|--------------------|-----------------|------------------------|---------------|
| <b>Department:</b> | All Departments | <b>Policy Number:</b>  | H10-0610-16   |
| <b>Section:</b>    | Human Resources | <b>Effective Date:</b> | July 18, 2016 |
| <b>Subject:</b>    | Return to Work  | <b>Revised Date:</b>   |               |
| <b>Authority:</b>  | By law 2016-054 |                        |               |

**1. Purpose/Process**

It is a requirement under the Accessibility for Ontarians with Disabilities Act, Integrated Accessibility Standards Regulation, Section 29 of the Employment Standard, Return to Work Process, for Ontario employers to develop, put in place, and document a Return to Work (RTW) Process for employees who have been absent from work due to a disability and who require an accommodation to return to work.

At the Municipality of Brockton, we are committed to supporting employees who have been absent from work because their disability required them to be away from work and who require an accommodation in order to return to work. We will work together with the employee to determine and implement a successful return to work process. We have put in place the following RTW process to facilitate an employee's safe and timely return to work.

**2. Initiate the Return to Work Process**

If an employee takes a leave of absence due to illness, injury or disability the following steps will be taken depending on whether it is an injury or disability that is work related or not work related.

**If injury or disability is work related:**

- The employee reports his/her incident to his/her supervisor or to human resources.
- Employee receives first aid or medical assistance.
- Supervisor provides transportation to hospital.
- Supervisor ensures incident is properly reported and information is sent to the Key stakeholders including Supervisor, Workplace Safety and Insurance Board (WSIB) (if applicable) and the Return to Work Coordinator.
- An Individual Accommodation Plan is filled in.

**If injury or disability is not work related:**

- The employee reports his/her incident to his/her supervisor or to human resources.
- Supervisor ensures incident is properly reported and information is sent to the Key stakeholders including Supervisor, Workplace Safety and Insurance Board (WSIB) (if applicable) and the Return to Work Coordinator.
- An Individual Accommodation Plan is filled in.

### 3. **Make and Maintain Contact With Employee on Leave**

#### **Department Head**

- Maintains regular contact with the employee, with the employee's consent.
- Provides the employee with RTW information.
- Finds out whether employee requires assistance or information.
- Reminds employee of supportive programs and practices available.
- Helps resolve any problems with treatment, if asked to by the employee.
- Monitors the employee's progress until he/she is fit for work.

#### **Employee:**

- Gets and follows the appropriate medical treatment.
- Updates the RTW coordinator about his/her progress.
- Gives the health care provider the RTW information.

#### **Health care provider:**

- Provides appropriate and effective treatment to the employee.
- Provides required information on the employee's functional abilities, if requested.

### 4. **Develop a Return to Work Plan**

The employee, the RTW coordinator, and the health care provider (if needed) collaborate to develop a formal RTW plan, which is included in the employee's individual accommodation plan, if applicable:

- If the employee has **no residual functional limitations**, he/she returns to his/her regular position with no accommodation required
- If the employee has **temporary functional limitations**, he/she returns to a temporary modified work environment with accommodation, or to an alternative transitional position
- If the employee has **lasting functional limitations**, he/she returns to work with permanent accommodations or is permanently reassigned to another position

### 5. **Monitor and Evaluate the Return to Work Process**

The employee, supervisor, and RTW coordinator monitor and review the RTW process regularly until the process has been completed. If the employee encounters challenges, the RTW plan is modified to overcome these challenges.

## **Municipality of Brockton**

Signed By: Debra B. Roth

Date: July 18, 2016