

## **Municipality of West Elgin**

### **Schedule “A” to By-Law #2021-XX**

#### **Policy HR-8.5 Return to Work Plan**

**Effective Date:      October 14, 2021**

Review Date:

### **Purpose**

The purpose of this program is to provide a system that assists employees who have been absent from work due to a disability, experienced an occupational or non-occupational injury to return to gainful employment as quickly and easily as possible.

### **Policy**

The Supervisor (Manager or CAO) will liaise with the employee, the employee’s medical practitioner, the Workplace Safety and Insurance Board, or other suitable persons, to enter the employee back into the workplace, at a lesser capacity, if necessary.

Prior to the commencement of a temporary return to work schedule, medically documented capabilities will be obtained. Individual accommodation plans will be used in preparing employees to return to work.

#### **In the case of non-occupational injury or illness:**

- a) The employee is required to his/her treating practitioner complete any forms required and submit the completed forms to the Supervisor by the due date noted.
- b) The employer will temporarily provide reduced hours once medical documentation has been provided to support the need for reduced hours.
- c) It is intended that whatever meaningful and productive duties are assigned, they will be within the employee’s capabilities, keeping within the recommendations of the medical practitioner.
- d) The Modified Work Plan will usually last no longer that six (6) to eight (8) weeks. In many situations, only a short time will be required.

#### **In the case of occupational injury:**

- a) The employee is required to have a Functional Abilities Form completed by their treating practitioner and submit the form back to the Supervisor.
- b) Once medical documentation has been provided to support the need for modified duties and accommodations offered, a Modified Work Plan will be developed.
- c) The employer will temporarily provide reduced hours, reduced tasks, or a combination of both to enable the employee to work gradually.

A Modified Work Plan will be prepared according to the known and/or standard capabilities.

The Modified Work Plan will be reviewed with the employee before the employee begins their modified duties or graduated return to work plan. The employee will sign off on the Modified Work Plan, acknowledging that they will only perform the duties of their position listed on the Modified Work Plan, in order to ensure a safe return to work.

Throughout the program the employee will communicate regularly with the Supervisor. The progress will be monitored throughout the program until the employee returns to full regular duties. Any changes to the program [i.e. extension, additional restrictions] must be discussed with all parties.