

Corporate Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: G-05
POLICY: Return To Work Program – Temporary Accommodations			
DATE: MAR28/01	REV. DATE: <i>OCT28/09</i>	COVERAGE: All Employees	PAGE #: 1 of 2

POLICY STATEMENT:

The County of Renfrew is committed to the successful recovery of injured and ill employees by assisting with early intervention and return to safe work. The Return to Work program centers on the concepts of disability case management, rehabilitation and safe, timely return to work strategies. The program functions in collaboration with safety promotion, accident prevention and wellness initiatives.

The Return to Work program is intended to provide work accommodations to employees while they are recovering from an injury or illness. The County of Renfrew will take all reasonable steps to return injured and ill employees to their pre-injury job as quickly as possible. When the employee is unable to return to their pre-injury job, the goal is to return them to alternative work that is consistent with their functional abilities. The Return to Work program is intended for temporary injury or illness situations and will be provided for a maximum of twelve (12) weeks. The program may be extended at the discretion of the Department Head and Director of Human Resources.

PROCEDURE:

1. The Return To Work process begins immediately after the injury or illness occurs.
2. The role of the Employee in the Return To Work process is to do the following:
 - (a) immediately advise management and Human Resources via the Employee Health Coordinator (EHC) (in the absence of EHC contact Human Resources Coordinator) of his/her reduced or complete inability to perform his/her regular duties;
 - (b) promptly respond to all employer requests for information that the employer identifies as relevant to assess or pursue return to work initiatives and/or adjudicate the need for complete absence from work due to medical reasons. The information may be required within twenty-four (24) hours in order to begin the process of developing a return to work plan;
 - (c) in a “stay at work” situation, if temporary accommodations will assist with recovery, notify his/her supervisor and the EHC;

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- (e) obtain and participate in active treatment in order to resolve his/her illness or injury as quickly as possible;
 - (f) conduct him/herself reasonably and cooperate in the development and implementation of return to work initiatives; and
 - (g) communicate with management regularly throughout recovery and provide updates of functional abilities.
3. Employees should recognize that failure to
- (a) provide all relevant information in a timely manner, and
 - (b) cooperate with the implementation of return to work initiatives may limit the County of Renfrew's ability and obligations to successfully address the employee's return to work needs and may jeopardize the employee's sick leave benefits.
4. The role of management in the Return to Work program is to do the following:
- (a) consult with the EHC (Human Resources) and assess and verify the existence of a return to work situation;
 - (b) identify accommodation options. In cooperation with the employee, determine an appropriate return to work plan;
 - (c) monitor the progress of employees who are being accommodated and seek assistance from the EHC as required;
 - (d) respond to the identification of changing needs and/or identify when the need for the accommodation ends;
 - (e) train the employee on any new duties; and
 - (f) brief co-workers to ensure cooperation.