

<b>SECTION:</b>	<b>POLICY #: HR-023</b>
<b>Date Approved:</b> February 3, 2020	<b>Return to Work Policy</b>
<b>Revision Date:</b>	<b>Review Date:</b>
<b>Authority:</b> Report HR-02-20	

## PURPOSE

The Town of Hanover (the Town) recognizes that our employees are our most important assets. As such, we are committed to providing a safe and healthy workplace. The Return to Work (RTW) Policy is designed for workers who have been injured either on or off the job and aims to safely return workers to employment at the earliest possible date following an injury or illness. This policy is compliant with applicable Ontario WSIB guidelines and human rights legislation.

The Town is committed to developing and implementing a return to work plan as appropriate and as early as possible, that will consider the employee's dignity and support the employee in the transition period following their injury or illness.

The Town is committed to addressing any barriers to the employee's successful return to work and to providing any needed interventions.

NOTE: This policy is based on current WSIB published guidelines, which change from time to time. In the event of conflicting information, any and all WSIB materials will take precedence over this policy.

## SCOPE

This policy applies to all Town staff and Hanover Public Library Staff.

## DEFINITIONS

**Accommodation:** Any modification to the work or the workplace that results in work becoming available that is consistent with the worker's functional abilities and that respects applicable human rights legislation.

Forms of accommodation include but are not limited to reduced hours, reduced productivity requirements, or the provision of assistive devices.

## ROLES AND RESPONSIBILITIES

### Employees shall:

- a) Immediately inform their Supervisor of any illness or injury which will prevent them from being at work;
- b) Maintain regular communication with the Town during their leave of absence;
- c) Obtain appropriate medical treatment and follow prescribed treatment plans and recommendations from health care professionals;
- d) Obtain medical documentation or information on limitations and abilities as requested by the Town. This does not require an employee to disclose their specific diagnosis or condition;
- e) Actively contribute to the development of their return to work plan;
- f) Request representation at meetings from union and/or professional associations, if desired;
- g) Advise their Supervisor and Human Resources of any challenges encountered throughout the return to work process.

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## Human Resources shall:

- a) Maintain regular communication with the employee during their leave of absence;
- b) Liaise with Supervisors, the employee's colleagues, union representatives, short-term or long-term disability benefit providers, and health care providers to develop a return to work plan;
- c) Monitor employee progress and ensure that the employee is supported during the return process;
- d) Keep a record of return to work efforts and actions;
- e) Maintain the employee's privacy;
- f) Request only the functional capacity information that is required to determine an appropriate return to work plan;
- g) Seek expert opinion where needed and investigate alternative plans, where deemed appropriate.

## Department Heads / Supervisors shall:

- a) Maintain the employee's privacy;
- b) Notify Human Resources if an employee is absent from work due to illness or injury;
- c) Analyze job tasks as required to support return to work plan development;
- d) Liaise with the employee and Human Resources to develop, implement and monitor a return to work plan.

## RELATED DOCUMENTS

HR-001 Personnel Policy  
HR-023 (G) Return to Work Plans  
HR-023 (F) Job Task Analysis Form  
HR-023 (F) Return to Work Plan Form  
HR-019 Individual Accommodation & Emergency Response Plans  
HR-019 (G) Individual Accommodation & Emergency Response Plans Guideline  
HR-019 (F) Functional Capacity Assessment Form  
HR-019 (F) Workplace Accommodation Request Form  
HR-019 (F) Individual Accommodation Plan Form  
HR-019 (F) Individual Emergency Response Plan Form  
HR-019 (F) Emergency Response Barrier Identification Worksheet