



Policy: Return to Work

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1.0 Policy Statement

- 1.1 In fulfilling the Board's commitment to provide a safe and healthy working environment, a Return to Work Program has been established for employees who have sustained an injury or illness.
- 1.2 The Superior North Catholic District School Board undertakes to accommodate the injured or ill employee through early rehabilitation and placement, where possible, to the benefit of both parties. This program provides gradual and consistent rehabilitation for employees.
- 1.3 The Superior North Catholic District School Board will work toward facilitating the injured or ill employee to an appropriate and timely return to work to the position he or she held prior to the absence. In this way, the employee can return to his or her routines, workplace and co-workers. If this is not possible, the Board will identify an appropriate alternative, in order of desirability, to return the employee to:
 - 1.3.1 A modified job in the same workplace;
 - 1.3.2 A different job in the same workplace;
 - 1.3.3 A similar job in a different workplace; or

1.3.4 A different job in a different workplace.

All attempts to place the employee in another area must be done in cooperation with managers, principals, union representatives, and the employee, in an expedient manner. Any personal information received from or about the employee will be held in Confidence.

1.4 A return to work plan is a tool for managers to proactively help ill or injured employees return to productive employment in a timely and safe manner:

1.4.1 A number of employees can safely perform productive and meaningful work while they are recovering.

1.4.2 Returning to work is beneficial to the employee and is part of the recovery process.

1.4.3 Different situations require different solutions.

1.5 Seven Principles of Successful Return to Work Plans:

1.5.1 The workplace has a strong commitment to health and safety, which is demonstrated by the workplace parties.

1.5.2 The employer makes an offer, based on medical documentation provided by a medical practitioner, of modified work (that is, work accommodation) to injured and ill workers so that they can return in a safe and timely manner to work activities that are suitable for their abilities.

1.5.3 Return-to-work planners ensure that their plans support returning workers.

1.5.4 Managers are trained in work disability prevention and included in return-to-work planning.

1.5.5 The employer makes a timely and considerate contact with injured and ill workers.

1.5.6 Someone has the responsibility to coordinate an employee's return to work.

1.5.7 With the worker's consent, employers and health care providers communicate with each other about workplace demands as needed.

References

- Government of Canada
- <https://www.canada.ca/en/treasury-board-secretariat/services/values-ethics/diversity-equity/disability-management/fundamentals-return-to-work-plan.html>
- Ontario Human Rights Code
- Occupational Health and Safety Act
- Workplace Safety and Insurance Act - RTW Sections
- Workplace Safety and Insurance Board (WSIB) RTW Self-assessment Guide
- Workplace Safety and Insurance Board (WSIB) website - www.wsib.ca
- Employment Standards Act
- Municipal Freedom of Information and Protection of Privacy Act

Approval and Review Dates

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