

	<h2>Municipality of Crowsnest Pass Policy</h2>
Policy No.: Policy Title: Department: Council Approval: Reviewed: Revised: Supersedes Policy/Bylaw:	1802-01 Temporary Return to Work Program Human Resources M#6386-12 Date: January 10, 2012

Policy Statement

The Municipality will make every reasonable effort to provide suitable Temporary Return to Work Programs to assist with the speedy recovery and return to work of any employee without sacrificing their safety and well being.

1. Reason for Policy

1.1 Return to Work Programs assist in the rehabilitation and early return-to-work of ill or injured Employees through temporary modified work.

2. Definitions

3.1 Temporary Modified Work is work that has been temporarily modified in content, duties or hours in order to provide an Employee with meaningful employment as they prepare to return to their pre-injury/pre-illness regular duties. This may include short-term modification of the Employee's original job description, providing alternate duties or providing transitional work.

3.2 Regular duties are the duties included in the job description which the Employee is expected to perform on a regular basis as part of employment.

3. End of Policy

Approval

Mayor

Date



Municipality of Crowsnest Pass Procedure

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1802-01
Temporary Return to Work Program
Human Resources
M#6386-12 **Date: January 10, 2012**

1. Establish Claim

- 1.1 When an injury/illness occurs that requires medical treatment, provide the employee with the applicable forms.
 - 1.1.1 Work Injury/Illness: Municipal Incident Form and Workers Compensation Board Application
 - 1.1.2 Non Work Injury/Illness: Long Term Disability Application
- 1.2 Direct the employee to have their physician complete the required form(s) and return them to the Municipal Office for processing.
- 1.3 The Workers Compensation Board (WCB) or the Municipal Long Term Disability (LTD) Provider will then assign a Case Worker to the Employee.
- 1.4 If an employee is unable to work, they will be offered treatment and rehabilitation through WCB or LTD. The Case Worker, the Employee and the Municipality will work collaboratively to monitor the Employee's progress.
- 1.5 Once WCB or LTD deem the employee fit but not fully able to return to pre-injury/pre-illness job duties, the Municipality may make an offer of a Temporary Modified Work Program to prepare the Employee for their return to regular duties.

2. Consideration for Temporary Return to Work Program

- 2.1 The Long Term Disability or Workers Compensation Board Case Coordinator will confirm a temporary return-to-work program if medically approved and the Municipality agrees.

3. Make Written Offer of Modified Work

3.1 Present a written offer of modified work to the employee. This offer will include the following information:

- Specific job duties to be performed.
- Pay rate; this will be the same rate of pay as their pre-accident earnings.
- Hours of employment
- Length of placement
- The offer will be signed by the employee and the supervisor, and will be forwarded to the WCB or LTD immediately.

4. Refusal of Offer

4.1 Any refusal by an Employee to participate in the modified work program shall be dealt with immediately.

4.2 Interview the Employee and record the reasons for not participating.

4.3 Notify the WCB or LTD immediately.

5. Monitor Return-To-Work

5.1 Once the Employee is placed on temporary modified work, the Case Coordinator and the Municipality will monitor the progress of the Employee

5.2 Address any concerns immediately.

6. Return to Regular Duties

6.1 The Employee will return to regular duties when medical clearance is received by the Municipality from WCB or LTD.

6.2 The Case Coordinator will continue to monitor the employee's return to regular duties and once satisfied will close the file.

7. End of Procedure

Approval

Chief Administrative Officer

Date