



## LAC LA BICHE COUNTY PROCEDURE

TITLE: Return to Work Standard Operating Procedure

PROCEDURE NO: CS-03-016-11

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-016 AMENDMENT DATE:

### 1.0 General Guidelines

In any employee absence that shall exceed ten (10) working days and is related to an injury sustained under the employ of Lac La Biche County, the employee shall be required to advise Lac La Biche County as soon as possible to begin the process of implementing this Return to Work (RTW) SOP. In accordance with legislative and County requirements, it is mandatory that all employees participate in the RTW program. It is also mandatory that all employees who sustain a work related injury report the incident in accordance with Lac La Biche County protocol.

For the County to properly implement the RTW Policy and SOP, it is important that employees provide Lac La Biche County with detailed information pertaining to their inability to perform their regular employment duties with medical documentation, so that work alternatives may be sought out.

### 2.0 RTW Job Offer

When appropriate work for the employee who is returning to work is found, and conditional upon the physician giving clearance for such work, a written job offer letter will be presented to the employee. The letter will note the medical clearance, start date, hours, wage, duration and location of the work assignment. The employee will be asked to sign the letter indicating acceptance or refusal of the job offer and to return the letter to Human Resources.

### 3.0 Termination of County's Obligation

In the event that an employee has been offered re-employment, and the worker has refused the Lac La Biche County offer, the County's obligation to re-employ is ended.

### 4.0 Legal Compliance

Lac La Biche County shall honor this SOP in accordance with provincial and federal laws. Injured employees will be treated fairly and consistently.

### 5.0 Responsibilities

#### 5.1 Employees:

- Shall establish and maintain contact with their supervisor regarding their illness or injury rehabilitation progress. Contact should be made at least once a week;

- Shall obtain and follow all medical advice, and work towards full recovery;
- Shall produce documentation from their health care provider to corroborate that they cannot return to work for an outlined period of time, and whether or not a RTW plan, or accommodation plan could expedite the employee's safe return to work;
- Shall put forth a reasonable effort to return to work safely, as early as possible;
- Shall provide their Lac La Biche County contact with all pertinent information that could aid in the establishment of RTW options;
- When participating in an agreed upon RTW program, must work within the agreed upon boundaries of the program (i.e. not perform duties/tasks outside of the scope of the agreement).

### 5.2 Supervisors:

- Shall maintain and document all contact conducted through the duration of the employees absence;
- Identify possible employment opportunities if there are any based on the returning employees' abilities and limitations;
- Establish a timeline for the return of the absent employee, and any changes in their ability to work;
- Shall take an active part in the planning and implementation of return to work arrangements for the employee.

### 5.3 Human Resources:

- Shall establish and maintain communications with employees whose absence relating to an illness or workplace injury which exceeds ten (10) days;
- Shall request that the employee produce documentation from his/her physician to establish his/her physical and mental abilities and any information on limitations resulting from the injury or illness;
- Will coordinate and implement the RTW process;
- Provide the absent employee with information regarding the RTW process, and ensure that they understand the procedures, and their responsibilities;
- Shall communicate with the employee, supervisor, and attending physician to ensure a complete understanding of the absent employees abilities, possible job restrictions, the physical job demands required, and a timetable for a return to work;
- Shall attempt to find an appropriate job match in the event that an employee cannot return to their previous position.

“Original Signed”  
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 Chief Administrative Officer

November 8, 2013  
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 Date