

*Township of Prince*

# Accessibility – Return to Work Process Policy

Accessibility for Ontarians with Disabilities Act (AODA 2005)

\*\*\* Alternative Formats Available upon Request \*\*\*

**Date:** **December 11, 2015**  
**Revision Date:**

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## **PURPOSE**

The purpose of the policy is to comply with the Employment Standards set out within the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) Ontario Regulation 191/11, section 29 regarding the development and documentation of a return to work (RTW) process for employees who have been absent from work due to a disability and who require an accommodation to return to work.

## **THE RETURN TO WORK PROCESS**

At the Township of Prince, we are committed to supporting employees who have been absent from work due to a non-work-related disability and who require an accommodation in order to return to work. Therefore, senior management have put in place the following RTW process to facilitate an employee's safe and timely return to work.

### **Step 1. Initiate the Return to Work Process**

The employee reports her need for a disability leave to her supervisor or to human resources.

Information is sent to the RTW coordinator (Name: \_\_\_\_\_;  
Phone: \_\_\_\_\_; Email: \_\_\_\_\_).

### **Step 2. Make and Maintain Contact with the Employee on Leave**

*RTW Coordinator:*

Maintains regular contact with the employee, with the employees' consent  
Provides the employee with RTW information  
Helps resolve any problems with treatment, if asked to by the employee  
Monitors the employee's progress until she is fit for work

*Employee:*

Gets and follows the appropriate medical treatment  
Update the RTW coordinator about her progress  
Gives the health care provider the RTW information

*Health care provider:*

Provides appropriate and effective treatment to the employee  
Provides required information on the employee's functional abilities, if requested

### **Step 3. Develop a Return to Work Plan**

The employee, the RTW coordinator, and the health care provider (if needed) collaborate to develop a formal RTW plan, which is included in the employee's individual accommodation plan, if applicable:

- If the employee has no residual functional limitations, she returns to her regular position with no accommodation required

- If the employee has temporary function limitations, she returns to a temporary modified work environment with accommodation, or to an alternative transitional position
- If the employee has lasting functional limitations, she returns to work with permanent accommodations or is permanently reassigned to another position

#### **Step 4. Monitor and Evaluate the Return to Work Process**

The employee, supervisor, and RTW coordinator monitor and review the RTW process regularly until it has been completed

If the employee encounters challenges, the RTW plan is modified to overcome these challenges

## **Attachment**

Appendix A – Return to Work Plan Form

# Return to Work Plan Form

Under Section 29 of the Employment Standard – Return to Work Process – all Ontario employers (other than small employers) must develop, put in place, and document a return to work (RTW) process for employees who have been absent from work due to a disability and who require an accommodation to return to work.

Although it is not a requirement under the Standard, this form can be used to document the outcome of a RTW process for an individual employee and can then be added to the employee’s individual accommodation plan, if applicable.

Employee’s name: \_\_\_\_\_  
Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Job Title: \_\_\_\_\_ Annual Salary: \_\_\_\_\_

Goal of RTW Process \_\_\_\_\_

	Functional Limitations	Workdays per week	Work hours per day	Job Tasks	Accommodation	Safety Considerations
Week 1						
Week 2						
Week 3						
Week 4						

### Does the RTW plan involve a temporary assignment to a different position?

Yes (Please answer the question below)  
No

What is the new position? \_\_\_\_\_

What is the length of assignment (if known) \_\_\_\_\_

What training is required? \_\_\_\_\_

What safety precautions are being taken during training? \_\_\_\_\_

\_\_\_\_\_  
**Employee’s signature**                      **Manager’s signature**                      **Date**