



Return to Work (RTW) Program Administrative Procedure 2.A.06

2.0 Human Resources
2A Foundations

Board Governance Policy Cross Reference:

Legal Reference: *Workplace Health and Safety Act, Public Schools Act, The Accessibility for Manitobans Act*

Date Adopted: August 2026

Date Amended:

INTRODUCTION:

Evergreen School Division is committed to developing and maintaining a safe and healthy work environment. In keeping with this goal, the division will make every reasonable effort to provide suitable modified or alternate work to employees who are temporarily or permanently unable to return to or continue to perform their regular duties as a result of injury or illness.

This program applies to all employees of Evergreen School Division who are unable to perform their regular work as outlined in their job description as a result of:

- An occupational injury or serious illness and/or
- Serious injury or illness unrelated to occupational activity, and/or
- An active claim with WCB or MTS Disability, etc.
- Persons with disabilities, regardless of the cause or nature of the disability.

PURPOSE:

The goal of the return to work program is to:

- Support employees who experience health-related concerns, regardless of origin, thus minimizing the impacts of injuries or illness on employees and the workplace.
- Provide suitable accommodations for employees who have sustained an injury or who are experiencing an illness that impacts their ability to perform all aspects of their pre-injury or pre-illness jobs.

- Design safe, appropriate, timely, meaningful, productive and individualized accommodation and return to work plans based on functional capabilities/occupational health assessment.
- Ensure employees are empowered and supported to participate in coordinating a safe, timely and suitable return to work.
- Ensure work assigned and performed brings value to the organization and employee.
- Minimize both the human and financial impacts of an injury or illness.
- Ensure the safety and well-being of employees with consideration to relevant provisions in *The Workplace Safety and Health Act*, *The Workers Compensation Act*, *The Human Rights Code*, the Collective Agreement and any other applicable legislation.

RESPONSIBILITIES

Management and employees of Evergreen School Division are expected to support and fully comply with the procedures in the accident reporting and return to work process (RTW). School staff, management, supervisors, Human Resources and Safety Officers are expected to promote the RTW Program, assist individuals on RTW Plans, and help to create a supportive working environment among peer and co-workers. Information, such as the result of an injury, is confidential and all involved parties must be prepared to respect privacy issues and ensure confidentiality of employee information as per PHIA and FIPPA.

Management

It is the responsibility of Evergreen School Division management to ensure that the accident reporting requirements and RTW Program is communicated and implemented. It is also the responsibility of management to promote, demonstrate full support, and ensure that the RTW Program is implemented in a positive and respectful manner.

Direct Supervisor

The employee's direct supervisor should respond to the employee's first report of injury with empathy, take the time to handle the investigation properly and acknowledge immediate medical attention requirements. Additional responsibilities include, but are not limited to:

- Complete all necessary documentation in a timely manner and maintain a record of employee discussions and agreed actions;
- Forward all injury related paperwork to the Human Resources and Safety Officers;
- Work with management and the Human Resources and Safety Officers to develop a suitable return to work plan for the employee and stay within outlined abilities/limitations;
- Monitor the injured employee's progress and support the employee during their return to work; when appropriate, inform co-workers in the immediate area of return to work plans while maintaining appropriate confidentiality requirements;
- Promote and enforce safe work practices;
- Maintain regular (weekly) communication with the employee;

All supervisors should be open to provide temporary modified duties and/or the work schedule identified in a RTW plan and will monitor to ensure the employee is working within the restrictions set. The supervisor will notify the Human Resources Officer when the employee requires adjustment to the RTW Plan and/or when the employee is able to return to full duty.

Injured, Ill or Disabled Employees

Injured, ill or disabled employees are expected to participate actively in the accident reporting and return to work program. This includes, but is not limited to:

- Report all injuries to their supervisor on the day the accident occurred, no later than the end of shift.
- Obtain medical treatment and keep health care providers informed about return to work and accommodation options that are available.
- Provide details of the injury/illness and required medical information and documentation to the supervisor the same day or next day after their medical appointment.
- Provide details of work restrictions/accommodations regardless of the injury and know activity limitations as they relate to the performance of job duties.

- Return completed documents to the appropriate party within the outlined timeframe.
- Participate in the development of a suitable return to work plan.
- Regularly communicate the status of the injury and the expected date of recovery to their supervisor.
- Apply safe work practices and work within outlined abilities to avoid re-injury.

Once the employee has been cleared to return to the work (with or without restrictions), they are expected to cooperate and work with their supervisor and the Human Resources Officer to create a RTW plan (where required) and make every effort towards a full recovery. The employee must perform according to the RTW plan and follow all directions and treatments, outlined by the treating health care practitioner, both at work and at home. The employee must keep their immediate supervisor informed of any changes to their medical situation and potential impact on the RTW Plan and/or modifications to the plan.

Bus Drivers

In the event a Bus Driver suffers a non-serious injury or long-term illness, that may affect their ability to safely operate a bus, on or off the job, the school division will take all reasonable steps to provide a safe and timely return to work (RTW), by having the Bus Driver Trainer conduct a Bus Driver Functional Assessment before their first shift. If a problem is found during the Functional Assessment, that may require a medical accommodation or modification, the Bus Driver will be provided with the Medical Clearance paperwork to take to their health care professional.

Human Resources

The Human Resources Officer is responsible for coordinating all activities associated with the RTW Program, working with supervisors, WCB, ESD Safety Officer and external parties, as necessary, to design and implement effective RTW Plans and complete required administration of such. Human Resources will also work with supervisors to facilitate the injured employee's earliest possible return to the workplace and their pre-injury/illness position.

Union

Unions have a responsibility to take an active role as a partner in the accommodation process and to cooperate with supervisors to find accommodation solutions for employees returning to work. A union representative may be included in a return to

work/accommodation discussion when the accommodation measures will affect the rights of other employees under the collective bargaining agreement; and or if the employee requests their union representative present during accommodation/return to work discussions.

Unions are required to actively support accommodation measures regardless of what has been specified in the collective agreement. However, collective agreement provisions are to be respected. Supervisors are obligated first to explore the accommodation options that will not interfere with rights and entitlements provided under collective agreements. (Note: information on a union's involvement during the return to work process was obtained from the Canadian Human Rights Commission's "A Guide for Managing the Return to Work").

All Workers

All employees in Evergreen School Division have a responsibility to know, understand and cooperate with the accident reporting and return to work process. Employees also have the additional responsibility to support their co-workers when they have suffered an injury and to assist them in their return to work.