**Policy # FCSS-0214.19**

**FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)**

**RIMBEY COMMUNITY HOME HELP SERVICES (RCHHS)**

**POLICY**

**NAME: RETURN TO WORK PROGRAM**

**DEPARTMENT: ALL STAFF**

**EFFECTIVE DATE: June 19, 2019**

When an employee has been injured at work, and is unable to perform their regular duties for a period of time due to the injury, FCSS has a responsibility with employees to work together towards a safe return to work program to pre injury status.

The return to work program is a process involving FCSS and the employee. Each situation is assessed on a case by case basis. The Executive Director or designate shall work with the employee to explore reasonable work options for the modified duties to be performed. None of the modified duties given to the employee for their return to work program will take away duties from an existing position. The Executive Director or designate is responsible for documenting the return to work process including making notes of all meetings, list of duties considered, offered, accepted or rejected, retaining records and reporting return to work outcomes to ensure compliance with this policy.

The Executive Director or designate and the employee will work closely together throughout the process and have clear communication regarding the duties, the progress of the employee and their injury and looking ahead for a return to pre injury duties.

Revised/Reviewed Date: **June 19, 2019**

This policy shall be reviewed at the discretion of the Board, but at least annually.