



Information and Tips for a Successful Return to Work



The DND Civilian Employee Return to Work Program (RTWP) helps convalescing employees ease back into the workplace by temporarily modifying their duties until they are capable of resuming full duties. Supported by the Deputy Minister, the Chief of the Defence Staff and the top Union Executives, the RTWP has seen great success since its implementation in October 2000.

Frequently Asked Questions

- Q. What are modified duties?
- A. Modified duties can be changes in job tasks, work schedules, or both. Modifications are typically made to work areas, equipment, production quotas, schedules and organization of tasks.
- Q. How does the supervisor determine the appropriate modified duties for a convalescing employee?
- A. Modified duties should be productive for the unit and meaningful for the employee. Most importantly, the modified duties must be safe for the employee and co-workers. Obtaining the employee's current abilities via the DND Occupational Fitness Assessment Form (OFAF) on the RTWP Intranet site, will help to determine what duties are safe for the employee. Your local Return to Work Program Advisor, Human Resources Officer and the employee's Union Representative are resources that can be of assistance in this process.
- Q. How does this program benefit injured/ill employees?
- A. Getting back to work after an illness or injury is an important stage of rehabilitation. In our culture, work is a big part of life and a major source of self-esteem. A safe and timely return to temporary modified work helps prevent the loss of friends, professional contacts and occupational skills that are essential to employees' well-being.
- Q. How does this program benefit the work unit?
- A. When an employee is away from work due to injury or illness the workload needs to be redistributed among co-workers or the work is not done. This extra work places extra pressure on the work unit. Having the injured/ill employee resume part of his/her work when appropriate will help alleviate some of the extra demands.
- Q. Is the RTWP only for work-related injuries?
- A. NO. An employee can take part in the RTWP whether they have a work-related OR non-work-related injury OR illness. The program is also well-suited to both mental AND physical illnesses.



Tips for a Successful Return to Work

Communication

Maintain open communication between all stakeholders. The DND OFAF can help to facilitate this communication. Information about the OFAF can be found on the RTWP site.

Collaboration

Supervisors and employees need to work together to find a modified work arrangement that is beneficial to all involved.

Trust

Trust is the result of good communication and effective collaboration. Supervisors must show that they care, and employees must be actively involved in their rehabilitation. These return to work efforts help to solidify the trust between supervisors, employees and co-workers.



By committing to open communication, full collaboration and building trust, supervisors and employees can work together to ensure a safe and timely return to work.

For more information, contact your local RTWP Advisor:

Or, visit the DND Civilian Employee Return to Work Program site.

Internet:
<http://www.forces.gc.ca/en/caf-community-support-services/return-to-work.page?>

Intranet:
<http://vcds.mil.ca/sites/page-eng.asp?page=10369>

