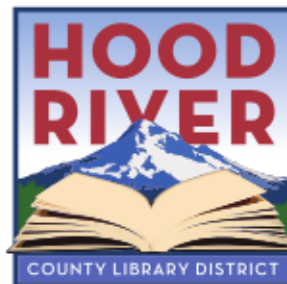


Return to Work Policy



Objective

The intent of the district's return to work policy is to return employees/volunteers (herein referred to as employees) to meaningful work as soon as medically appropriate in an effort to keep injured employees engaged in the workforce and manage workers' compensation claim costs.

Parameters

This policy is designed to provide temporary accommodations for work related injuries only. It does not replace the district's responsibility to comply with Americans with Disability Act or address union contracts. Accommodations are made unless they create a hardship upon the district.

Implementation

1. Medical treatment is sought for a work related injury by an employee resulting in medically authorized restricted duty or time loss.
2. District identifies transitional duty tasks that fit within the injured employee's restrictions.
3. District makes a written transitional duty offer to the injured employee within their physical restrictions.

Employee Responsibilities

1. Provide a copy of written restrictions or authorized time loss from healthcare provider to district supervisor within 36 hours of treatment.
2. Accept or decline written transitional duty offer. Note: A declined transitional duty offer may impact an injured employee's benefits.
3. If the employee is not working due to authorized time loss or the district's inability to accommodate restrictions, they are required to check in with district management weekly to obtain any district communications and provide any updated medical releases.
4. While on transitional duty, injured employees are to report to work and perform duties as assigned. All district personnel policies, procedures and routine protocols apply.

Employer Responsibilities

1. Notify all district employees upon hire and annually that District accommodates work related injury restrictions and has an active transitional duty program.
2. Upon knowledge of work related injury restrictions, identify transitional duty tasks that fit within the restrictions.
3. Write the transitional job description within the injured employee's restrictions.
4. Fax or email the transitional job description to the medical provider for approval.
5. Make a written job offer to the injured employee to include a copy of their transitional job description and current restrictions.
6. Fax or email a copy of all documents to the district's SDAO Claim Examiner or RTW Consultant.
7. Continue to update transitional job description as restrictions are lifted through the healing process.

Approved by the Board of Directors, April 17, 2018
Last revised, April 12, 2018

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