

Greater Albany SD 8J
Administrative Regulation

Code: **GCBDB/GDBDB-AR**
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Early Return to Work

In order to provide work opportunities for employees who have sustained compensable injuries, the district will provide light/modified duties for the employee. The light/modified duty program will involve the following procedures:

1. Upon notification of a work-related injury, the supervisor will review the employee's signed "Responsibilities Regarding On-The-Job Injuries/Accidents" form with the employee and may assist with the completion of an 801 form by the employee. The supervisor submits the completed 801 form to the human resources department who will then notify the district's workers compensation insurance carrier;
2. The human resources department will contact the employee and his/her physician to remind all parties of the districts' light/modified duty program and the need for the completed work release/physical capacities evaluation. The employee shall report back to the supervisor with a completed work release/physical form after every physician visit. The supervisor will forward the work release/physical capacities form to the human resources department who will then send a copy to the district's workers compensation insurance carrier;
3. The human resource department will review the work release/physical capacities form and identify whether light/modified duty work is available within the physician's outlined restrictions. Consideration will be given to flexible hours, reduced lifting, use of a stool to eliminate standing, etc;
4. Light/Modified duty shall be considered to be any work within the employee's physical capacities, as outlined in the most recent work release/physical capacities form. All light/modified duty positions must be approved by the human resource department and availability shall be subject to the business needs of the district, which are determined solely at its discretion;
5. If the employee does not provide the work release/physical capacities form, the supervisor will notify the human resources department. The human resources department may send the physician a written request for this information;
6. Once the work release/physical capacities information has been obtained and a light/modified job identified, the human resources department will complete a job analysis of the light/modified duty job. The human resources department will submit it to the attending physician for review;
7. Upon receipt of the physician's signed and dated approval of the job analysis, the human resources department will provide a written job offer of this position to the employee via certified and regular mail or in person. The offer will include: the starting date and time; wage and hours; to whom and the location where the worker is to report; and a description of the job duties. A copy of the job offer

letter, approved job analysis and the most recent work release/physical capacities form will be sent to the supervisor;

8. Before the employee starts the light/modified job, the supervisor will meet with the employee and carefully review the job, outlining all job duties and the employee's limitations, as set forth by the treating physician. The supervisor should emphasize the need for the employee to perform the job duties within the limitation prescribed by the physician. The supervisor will then obtain the employee's signature on the job offer letter.
9. Should the employee refuse to accept the light/modified job offer, which could lead to loss of benefits or employment, the supervisor will report this to the human resources department which will then notify the district's workers compensation insurance carrier;
10. The supervisor will send the signed job offer letter to the human resources department who will forward a copy of the signed job offer letter, physician-approved job analysis and most recent work release/physical capacities form to the district's workers compensation insurance carrier;
11. The employee's light/modified duty job will end when the employee is either released to regular employment, the worker's compensation claim is closed, the employee has returned to other work which is not considered part of the district's light/modified duty program, or at such time as the district determines that its needs are not being served by the light/modified duty work assignment;
12. The supervisor will be responsible for monitoring the employee's participation in the light/modified duty job and keeping track of the hours worked. This information will be submitted to the human resources department with other time records. Any problems noted with the employee's participation in the light/modified duty job should be reported immediately to the human resources department, who will then discuss the issue with the employee and physician and make any needed modifications;
13. The employee is responsible for providing the supervisor written notice of the physician's recommendations of new restrictions and/or changes to the previously approved light/modified duty job. The supervisor will provide recommendations of the necessary modifications to the human resources department;
14. Any changes to the originally approved and accepted light/modified duty job must be approved by the human resources department. The human resources department may send a second letter to the employee's attending physician to request approval of any recommended changes.