

Alsea School District 7J

Code: **GCBDB/GDBDB-AR**
Adopted: 9/11/96
Readopted: 7/12/10; 1/13/16
Orig. Code(s): GCBDB/GDBDB-AR

Early Return to Work Procedures

1. Report injury to your supervisor immediately. Failure to do so could result in delay or denial of your worker's compensation claim.
2. If necessary to see a physician, pick-up, complete and return an 801 form to the office. The district will then inform the insurance carrier of the claim. Attached to the 801 will be a Return to Work Status form. Your physician should complete this form and return it to the district by the next working day.
3. Inform your physician that the district has an early return to work program and will provide light duty work. These duties may vary and will be developed to fit within your restrictions by the district. The light duty job may include portions of your regular work.
4. If you are not released for either regular or light duty work you must maintain weekly contact with your supervisor throughout the duration of any time off as a result of an on-the-job injury.
5. If you are released by your physician for either regular or light duty work, (part-time, temporary or modified) you must report to work on your next regularly scheduled shift.
6. Light duty/Modified jobs are temporary in duration and will be within the restrictions stated by your physician. Modified work will be offered to you in a written job offer letter.
7. The district, upon receiving new or additional information, will reevaluate the modified job and may reassess duties based on restrictions outlined by your physician.
8. The Early Return to Work Program will end when you, the injured worker, are released back to regular job duties, are declared medically stationary, or permanent restrictions are known. Should restrictions change and job duties be reassigned, you will be contacted and given a new job offer letter.
9. Failure to comply with these responsibilities may result in disciplinary action up to and including discharge.

I have read and understand the above information.

Employee

Date