

## Early Return to Work

It is the goal of this district to assist employees who have sustained a compensable injury in returning to work as soon as possible. Our light/modified duty program is designed to provide these employees, who are currently unable to perform their regular job duties, with temporary work during the period of medical recovery. Employees eligible to participate in this program are those employees with an accepted disabling Oregon worker's compensation claim. The personnel department will coordinate the employee's participation in the light/modified duty program with the supervisor, physician, employee and insurance carrier.

### Procedures:

Upon notification of a work-related injury, the supervisor reviews 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 personnel department who will then notify Liberty Northwest Insurance.

The personnel department contacts the employee and his/her physician to remind all parties of the company's 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 capacities form after every physician visit. The supervisor will forward the work release/physical capacities form to the personnel department who will then send a copy to Liberty Northwest Insurance.

The supervisor reviews the work release/physical capacities form and identifies whether light/modified duty work is available within the outlined physician's restrictions. Consideration will be given to flexible hours, reduced lifting, use of a stool to eliminate standing, etc.

Light/modified duty is 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 personnel department and availability is subject to the business needs of the district, which are determined at its sole discretion.

If the employee does not provide the work release/physical capacities form, the supervisor will notify the personnel department. The personnel department may send the physician a written request for this information.

Once the work release/physical capacities information has been obtained and a light/modified job identified, the supervisor completes a job analysis of the light/modified duty position and submits it to the personnel department for approval. If approved, the personnel department will submit it to the attending physician for review. If not approved by the personnel department, the supervisor will be notified of the decision.

Upon receipt of the physician's signed and dated approval of the job analysis, the personnel department will provide a written job offer of this position to the employee via certified mail or 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; a copy of the work release or signed job analysis; and a description of the job duties. A copy of the offer letter, approved job analysis and the most recent work release/physical capacities form will be sent to the supervisor.

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 limitations prescribed by the physician. The supervisor will then obtain the employee's signature on the job offer letter.

Should the employee refuse to accept the light/modified job offer, the supervisor will report this to the personnel department which will then notify Liberty Northwest Insurance.

The supervisor sends the signed job offer letter to the personnel 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 Liberty Northwest Insurance.

The employee's light/modified duty job will end when the employee is either released to regular employment, the workers' compensation claim is closed, the employee has returned to other work which is not considered part of the employer's light duty/modified duty program, or at such time as the district determines that business needs are not being served by the light/modified duty work assignment.

The supervisor is 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 personnel 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 personnel department, who will then discuss the issue with the employee and physician and make any needed modifications.

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 personnel department.

Any changes to the originally approved and accepted light/modified duty job must be approved by the personnel department. The personnel department may send a second letter to the employee's attending physician to request approval of any recommended changes.

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ELKTON SCHOOL DISTRICT  
ELKTON, OREGON

DATE:

TO:

FROM: BUSINESS MANAGER

Please read and sign and date this form. The form needs to be on file with me prior to processing your next salary payment.

RE: EMPLOYEE RESPONSIBILITIES REGARDING ON-THE -JOB  
INJURIES/ACCIDENTS

Report all accidents/incidents, no matter how slight, immediately to your supervisor. Reporting on your next work shift is not an acceptable practice.

If you need to see a doctor, complete the "worker" portion of a Report of Occupational Injury or Disease (Form 801). Your supervisor will provide assistance in completing this form if you need help and may provide you with a light/modified duty packet if your injury prevents you from returning to work.

Bring the light/modified duty packet to your physician visit. Should your physician authorize time loss, there is at least a three day waiting period before time-loss benefits will begin. To avoid loss of wages, inform your doctor that light/modified duty is available and have your physician complete the Work Release/Physical Capacities form.

Report your physician's findings immediately (within 24 hours) to your supervisor. The Work Release/Physical Capacities form should be completed at each physician visit and returned to your supervisor.

You must report to your next schedule shift once the doctor releases you to work (part-time, light, modified or regular).

I have read the above responsibility sheet. I have been given an opportunity to ask questions about my responsibilities. I agree to follow all of these responsibilities and understand that failure to do so may adversely affect my workers' compensation benefits. I have been given a copy of this document.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

cc: File