

Early Return to Work

Initial Communication Following On-The-Job Injury/Illness Incident

1. The injured worker must file a claim report with his/her supervisor immediately after injury/illness, unless good cause can be shown for failure to do so.
2. An injured employee shall contact his/her supervisor if the employee is to be present or late because of an on-the-job injury/illness. Contact should be made on the day of the injury/illness, but no later than 15 minutes after the employee's scheduled starting time on the next scheduled regular workday after the injury/illness.
3. The injured or ill employee shall provide information on the nature of the injury/illness, the estimated length of absence, and the name and address of the medical service provider. The supervisor shall forward all information about an on-the-job injury/illness to the district office.

Communication While off on Worker's Compensation

1. An injured or ill employee who is absent for more than one week must advise the district office of his/her condition not less than once a week.
2. An injured or ill employee who does not advise the district office each week, as required above, is subject to disciplinary action, which may include suspension and termination.
3. An injured or ill employee shall inform the district office of any change in address and telephone number within five calendar days of the change.

Injured Worker's Re-employment Rights

To exercise his/her rights, an injured or ill employee must:

1. Furnish the district office with a medical service provider's certificate which approves the employee's return to work. The certificate shall indicate the date(s) of medical care, a description of the kind of injury or illness, as well as a statement which approves the employee's return to work. If the certificate provides that the employee may not return to his/her former job and may only return for limited work, the certificate must explain the limitations and describe the types of work which the employee may perform;
2. Make a demand for a job. The demand must be made, in writing, to the superintendent. The demand must be made immediately upon the medical service provider's release for return to work, but no later than the day which would have been the second regular workday after the date specified on the certificate for the employee's return to work;

3. When an employee who was not able to perform his/her former essential job functions and who has accepted another suitable job, recovers to the point that he/she is able to perform the essential job functions of the former job, the employee may make a demand for the former job in accordance with number 2. above;
4. An employee's failure to make a demand in accordance with the above provisions shall terminate his/her rights to reinstatement/re-employment. The employee's failure to report to work on the date and time stated may result in termination of the employee's rights and the employee's failure to report to work for three consecutive work shifts of workdays without an acceptable excuse may be considered the employee's voluntary resignation.

The supervisor will make accommodations to the injured worker released to work with limitations, including modifying the injured worker's essential job functions and reducing work hours if appropriate.

If the same or a similar job is not available at the time the injured/ill employee makes a demand for a job, the employer will place the injured/ill worker in another productive job, if appropriate, on a temporary basis within the limitation outlined by the medical service provider until the worker recovers to the point that he/she may return to a suitable job when available.

Communication to Injured Worker Returning to Work

1. The employee's supervisor shall make certain that the injured/ill employee who is returning to work has an opportunity to understand the limitations related to his/her work.
2. The supervisor shall give the employee a statement of the limitations. The employee shall acknowledge that he/she has been given an opportunity to review the statement by signing a copy of the statement. The signed copy shall be placed in the employee's personnel file.
3. The supervisor shall instruct the employee not to exceed the limitations.

Transportation of an Employee Injured or Who Becomes Ill on the Job

1. When a supervisor learns that an employee is unfit to continue to work because the employee has sustained an on-the-job injury or is ill, the supervisor shall determine whether the employee is able to drive his/her vehicle or otherwise to travel unassisted.
2. If it is the supervisor's position that the employee is not able to drive or travel unassisted, the supervisor shall offer to make alternative travel arrangements consistent with the condition and safety of the employee at the district's expense. If it is the supervisor's opinion that, because of the employee's condition, the employee is not able to understand the offer of such alternative travel arrangements, the supervisor shall proceed with such travel arrangements without the employee's approval at the district's expense.
3. In all other circumstances it is the injured or ill employee's responsibility to provide and pay for his/her transportation.