

Early Return to Work

In order to achieve the goal of returning employees to work as soon as possible after an injury, the following procedures have been implemented. The department of human resources will be responsible for monitoring this program. All employees must take the responsibility for reporting work-related illnesses/injuries.

Failure to follow the procedures below can result in a delay or denial of workers' compensation benefits.

1. An injury/illness must be reported to the building/department administrator immediately. The administrator will investigate the incident and provide a written summary to the department of human resources. Failure to report the injury/illness could result in delay or denial of workers' compensation claim.
2. If medical attention is necessary, the employee must inform the building/department administrator as soon as possible. He/She will provide the employee with the appropriate forms. The "Employee" section of the "801" report form must be completed and returned to the building/department administrator or the department of human resources within 48 hours. The "801" form will be processed by the department of human resources and forwarded to the district's workers' compensation carrier.
3. The employee must report the physician's findings to the building/department administrator or the department of human resources. If the injury/illness requires time away from work or light-duty assignment, the employee's attending physician will be asked to complete a Job Analysis Worksheet, identifying those duties that the employee cannot perform, or can perform only with modification. If prevented from returning to work, the employee is required to maintain weekly contact with the building/department administrator or the department of human resources.
4. When released for a modified or light-duty job, a written release from the attending physician must be submitted to the department of human resources. The department of human resources will work with the building/department administrator(s) and the attending physician in developing light-duty assignments and/or modifying regular duty. The department of human resources will render the final decision in the event of disagreements relating to modified versus light-duty positions and their duration.
5. Once a modified or light-duty assignment has been identified, the employee will be notified in writing. The written notice will include the following:
 - a. Job duties, performance expectations;
 - b. Location;
 - c. Starting date;

- d. Work hours;
 - e. Rate of pay;
 - f. Immediate supervisor;
 - g. Duration of assignment.
6. When the employee is returned to work, determined to be medically stationary, or permanent restrictions are known, a plan may be adopted according to workers' compensation regulations, district policies and collective bargaining agreements.