

Multnomah Education Service District

Code: **GCBDB-AR**
Adopted: 8/16/89
Readopted: 10/1/94; 10/10/05; 11/28/11
Orig. Code(s): 3870-1

Return to Work

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

1. The injured worker must file an Incident Analysis Report immediately after injury, unless good cause can be shown for failure to do so.
2. An injured employee shall contact his/her supervisor because of an on-the-job injury. Contact should be made on the day of the injury, but no later than 15 minutes after the employee's scheduled starting time on the next scheduled regular workday after the injury.
3. The injured employee shall complete a Form 801 - Report of Occupational Injury or Disease and submit to his/her supervisor by the end of the day on the date of injury. The supervisor shall forward all information about an on-the-job injury to the director of human resource services.

Communication While Off on Workers' Compensation

1. An injured employee who is absent for more than one week must advise the director of human resource services of his/her condition whenever an update is available.
2. An injured employee shall inform the director of human resource services of any change in address and telephone number within five calendar days of the change.

Injured Worker's Reemployment Rights

To exercise his/her rights under Oregon Revised Statutes, an injured employee must:

1. Furnish the director of human resource services with a physician's certificate which approves the employee's return to work. The physician's certificate shall indicate the date(s) of medical care, a description of the kind of injury, 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 and the anticipated date of return to duty;
2. Make a demand for a job. The demand must be made, in writing, to the director of human resource services. The demand must be made immediately upon the physician'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 physician's certificate for the employee's return to work;

3. When an employee who was not able to perform his/her former job and who has accepted another suitable job, recovers to the point that he/she is able to perform the duties 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/reemployment under Oregon Revised Statutes.

Supervisors may make accommodations to an injured worker released to work with limitations, including modifying the injured worker's job and reducing work hours, if appropriate.

Transportation of an employee Injured 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 that day, 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 MESD'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 MESD's expense including calling 911.
3. In all other circumstances it is the injured employee's responsibility to provide and pay for his/her transportation.