

## **Worker's Compensation Insurance/Early Return to Work Program Administrative Procedure**

It is the goal of the North Santiam School 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 workers' compensation claim. The District Office will coordinate the employee's participation in the light/modified duty program with the supervisor, physician, employee and insurance carrier.

### PROCEDURES

1. The personnel director or designee 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 the insurance carrier.
2. The supervisor reviews the work release/physical capacities form and identifies whether light/modified duty work is available within the physician's outlined restrictions. Consideration will be given to flexible hours, reduced lifting, use of a stool to eliminate standing, etc.
3. 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 director and availability is subject to the business needs of the school district, which are determined solely at its discretion.
4. If the employee does not provide the work release/physical capacities form, the supervisor will notify the payroll department. The may send the physician a written request for this information.
5. 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 job and submits it to the personnel director for approval. If approved, they will submit it to the attending physician for review. If not approved, the supervisor will be notified of the decision.
6. Upon receipt of the physician's signed and dated approval of the job analysis, the personnel director will provide a written job offer of this position to the employee via certified and 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; and a description of the job duties. A copy of the job offer letter,

approved job analysis and the most recent work release/physician capacities form will be sent to the supervisor.

7. 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.
8. Should the employee refuse to accept the light/modified job offer, the supervisor will report this to the personnel department which will then notify the insurance carrier.
9. The supervisor sends the signed job offer letter to the personnel director who will forward a copy of the signed job offer letter, physician approved job analysis and most recent work release/physical capacities form to the insurance carrier.
10. 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 company's light/modified duty program, or at such time as the company determines that business needs are not being served by the light/modified duty work assignment.
11. 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 payroll clerk 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 director, who will then discuss the issue with the employee and physician and make any needed modifications.
12. 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 to the personnel director.
13. Any changes to the originally approved and accepted light/modified duty job must be approved by the personnel director. The personnel department may send a second letter to the employee's attending physician to request approval of any recommended changes.