

Return - to - Work (Light Duty)

1. 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 district office who will then notify the district's workers' compensation carrier.
2. The district office 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 district office with a completed work release/physical capacities form after every physician visit. The district office will forward a copy of the work release/physical capacities form to the workers' compensation carrier.
3. The district office, together with 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 fo flexible hours, reduced lifting, use of a stool to eliminate standing, etc.
4. 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 district office and availability is subject to the needs of the District which are determined solely at its discretion.
5. If the employee does not provide the work release/physical capacities form, the district office, may send the physician a written request for this information.
6. 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 district office, for approval. If approved, the district office, will submit it to the attending physician for review. If not approved by the district office,, the supervisor will be notified of the decision.
7. Upon receipt of the physician's signed and dated approval of the job analysis, the district office, 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/physical capacities form will be sent to the supervisor.

8. 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.
9. Should the employee refuse to accept the light/modified job offer, the supervisor will report this to the district office, which will then notify the workers' compensation carrier,
10. The supervisor sends the signed job offer letter to the district office, 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 workers compensation carrier.
11. 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 district's light/modified duty program, or such time as the district determines that its needs are not being served by the light/modified duty work assignment.
12. 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 district office, with other time records. Any problems noted with the employee's participation in the light/modified duty job should be reported immediately to the district office, who will then discuss the issue with the employee and physician and make any needed modifications.
13. 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 district office,.
14. Any changes to the originally approved and accepted light/modified duty job must be approved by the district office,. The district office, may send a second letter to the employee's attending physician to request approval of any recommended changes.