

## **Early Return to Work Procedures**

### POLICY:

It is the policy of Central Linn School District 552C, in order to assist with recovery of our injured workers and to mitigate costs to both Central Linn School District and to our injured workers, to return injured workers to work as soon as possible following an injury.

In order to achieve this goal, Early Return to Work Procedures have been implemented. The department supervisor or building administrator is responsible for monitoring this program.

### PROCEDURES:

1. Report injury to your supervisor immediately. Failure to do so could result in delay or denial of your worker's compensation claim.
2. If necessary to see a physician, pick-up, complete and return an 801 form to the district office. The district office will then inform the insurance carrier of the claim.
3. Inform your physician that Central Linn School District has an Early Return to Work Program and will provide light duty work. These duties may vary and will be developed to fit within your restrictions by the school district. Your light duty job may include portions of your regular work.
4. If you are not released for either regular or light duty work you must maintain weekly contact with your supervisor or administrator throughout the duration of any time off as a result of an on the job injury.
5. If you are released by your physician for either regular or light duty work, (part time, temporary, or modified) you must report to work on your next regularly scheduled shift.
6. Light duty/modified jobs are temporary in duration and will be within the restrictions stated by your physician. Modified work will be offered to you in a written job offer letter.
7. Central Linn School District upon receiving new or additional information, will re-evaluate the modified job and may reassign duties based on restrictions outlined by your physician.
8. The Early Return to Work Program will end when you, the injured worker are released back to regular job duties, you are declared medically stationary, or permanent restrictions are known. Should restrictions change and job duties be reassigned, you will be contacted and given a new job offer letter.

9. Failure to comply with these responsibilities may result in disciplinary action up to and including discharge.