

RETURN TO WORK PROGRAM FOR INJURED EMPLOYEES

The District believes that the best approach to controlling accidents and costs is to keep injuries and illnesses from occurring. The District is committed to providing a safe work environment for everyone. Employees are the District's greatest assets, and the District is committed to providing prompt, high quality medical care and returning injured workers to productive employment as soon as medically possible.

The District has developed a plan and process designed to help injured workers receive prompt medical attention and recovery assistance. This plan is called the Return to Work Plan (RTW). It includes a team effort to return injured workers to compassionate, productive work. This team includes the injured worker, the treating health care provider, the District's insurance provider, and School District of Brodhead management personnel.

When accidents do occur, it is in everyone's best interest that injuries are properly managed. In those cases where the injured worker is unable to return to his/her regular duties, the District will make every reasonable effort to provide a modified transitional work assignment until the employee is able to resume normal duties. All modified work assignments are temporary and intended to facilitate a return to regular work duties as soon as medically feasible. These positions may be offered at any location, in any department, or on any shift that the District may deem appropriate.

The District has implemented the Return to Work program to help insure that employees receive the base care on their way to full recovery from work related injuries. All employees, supervisors and managers are expected to fully participate in all components of the program. All questions, comments or concerns about the program or related procedures may be directed to the Superintendent of Schools or the District's Business Manager/Comptroller (the local claims coordinator).

RESPONSIBILITIES:

Local Claims Coordinator (Business Manager/Comptroller)

- Train and help employees and supervisors understand their roles & responsibilities within the RTW plan.
 - Orient new employees regarding the RTW program.
 - Provide the State "First Report of Injury" form to injured employees or their supervisor, and help initiate claim file.
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- Work with the supervisor to identify suitable temporary modified work assignment within the recovering employee's functional capabilities and limitations.
- Communicate with the treating health care provider regarding the availability of transitional duties.
- Coordinate communications with the injured employee, internal management, the medical provider, and insurance provider claim case manager.

Supervisors

- Immediately assure prompt medical attention for the injured employee, appropriate to the situation.
- Conduct an incident investigation to determine any underlying causes of accident.
- Prepare for recovering employee's work modifications by identifying jobs and tasks that may be assigned as temporary transitional duties.
- Monitor progress of injured employees during recovery period.

All Employees, Managers & Supervisors

- IMMEDIATELY report all injuries. Contact supervisor and notify them of condition and the nature of the incident.
 - Seek medical treatment as appropriate to the situation, notifying the supervisor in advance whenever possible.
 - Inform the treating medical provider that transitional job duties may be available, and provide them with a Return to Work Capabilities form for return to work recommendations.
 - Only engage in the treatment authorized by the medical provider for the condition.
 - Maintain communications with the local claims coordinator and the insurance claim contact.
 - Keep a log of visits, and the results of treatment.
 - Report to work as prescribed by the treating medical provider with a written update of your condition within 24 hours of notification of the provider's release to work.
 - WORK WITHIN YOUR RESTRICTIONS. Monitor the activities that you perform, and notify your supervisor or local claims coordinator if you feel the restrictions are being exceeded.
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The District administration will determine appropriate work hours, shifts and locations of all Temporary Transitional Work Assignments (TTWA). The District reserves the right to determine the availability and appropriateness of all jobs. The following guidelines will be used to determine TTWA's; however, it should be understood that these guidelines cannot encompass all situations that may occur and the District reserves sole discretion in the application of these guidelines.

- TTWA's are offered for a specified time period only. At the end of the designated time period, the status of the TTWA will be reviewed. TTWA's may be terminated at any time, should appropriate work cease to be available.
- TTWA's will be reviewed regularly, and extended or ended at the District's sole discretion based on workflow needs.
- District management will monitor the employee's recovery progress through regular contact, to reassess when and how often duties may be changed. Upon receipt of increased physical capacities, the manager will assess the ability to adjust the TTWA accordingly. TTWA changes may require consultation with the injured employee's physician.
- If the employee is later determined to have a permanent disability which restricts his/her ability to return to his/her normal work assignment, the TTWA may be terminated.
- The District will have the sole discretion to determine whether the employee's physical restrictions require prohibitive modifications to the work assignment, thus preventing a TTWA.

Questions regarding the District's Return to Work Policy may be directed to the Superintendent of Schools, or to the Local Claims Coordinator (Business Manager/Comptroller).

LEGAL REF: WI. ST. Chap. 102

Adopted: November 6, 1991
Last Revision: January 27, 2014
Last Review: February 8, 2017
