

Transitional Return to Work

Policy No. 430

I. PURPOSE

The purpose of this policy is to provide a framework to follow in providing opportunities to return employees of Faribault Public Schools (**including all owned facilities and programs**) to work assignment of a temporary nature performing duties within the scope of their abilities with the goal of returning them to work in their regular jobs as soon as possible.

II. PHILOSOPHY

Faribault Public Schools has the philosophy that our employees are our most important asset. With this in mind, it is important that Faribault Public Schools works with employees, their physician, their supervisor and other interested individuals in a return to work program that meets the needs of all concerned parties. Timely communications, a willingness to be flexible and a positive attitude towards a return to work is extremely important from all affected. While the employee must be able to perform the essential functions of the job, with or without reasonable accommodation, there are temporary measures that can be institutional return to those essential functions. The most effective return to work is recognized to be in the same department, but there maybe instances where that is not workable and other work outside of the department should be considered.

III. POLICY

It is the policy of Faribault Public Schools to provide temporary work assignments whenever possible to employees who are recovering from illness or injury, within the scope of their abilities as determined by a physician or other measurable means and within the scope of, Faribault Public Schools Policies and union contract provisions on medical leaves of absence. Not all employees will be suitable or eligible for this program with final authority resting with Faribault Public Schools in determining eligibility.

IV. RESPONSIBILITIES

A. Employee responsibilities include:

1. Report all injuries before the end of their shift to their supervisor.
2. The willingness to accept temporary work assignments within the scope of their abilities as determined by a physician or other objective measurable means, such as a functional job analysis and functional analysis of the employee.
3. Monitor duties performed and request assistance when duties go beyond physician ordered restrictions.

4. If transitional work activities are in a department other than where the employee is regularly scheduled, be responsible to the supervisor of the area the employee is working in as regards matters of scheduling, time off, breaks and duties performed.
5. Cooperate with transfers from one work area to another and with scheduled changes that effect hours and days off, based on where and when transitional work assignments are available.
6. To help provide ongoing and timely medical information to the employer upon request on their medical condition.
7. To make a concerted effort to return to their regular job, performing all the functions of their regular job, as soon as possible.

B. Employer/Supervisor Responsibilities Include:

1. Report all injuries to the Claims Coordinator within 24-hours of notification by the injured employee.
2. Train employees and supervisors how to report a work injury, when to report a work injury and who they need to tell.
3. Chose a local clinic and encourage employees to go to the clinic you have a relationship with.
4. Provide employees with a copy of Faribault Public Schools “Report of Work Ability” asking the physician to complete the form describing the employee’s physical restrictions.
5. Send to our Worker’s Compensation carrier all available medical information about the injured employee immediately upon receiving the material.
6. If the employee is missing work, their Supervisor should call right away to see how they are doing. You’ll want to cover:
 - Workers’ compensation, sick leave, disability and other insurance benefits. Let them know they aren’t responsible for paying medical bills for work injuries, and to forward any they receive to the Worker’s Compensation Carrier.
 - Faribault Public Schools expectation that they will contact their supervisor at least weekly, and that they will call immediately following each doctor’s appointment.
 - Faribault Public Schools organization’s commitment to return-to-work and the availability of transitional or modified jobs. Show the employee the organization is eager to have him back to work.
 - Faribault Public Schools is concerned. This may be the most important aspect of your meeting.Contact your employee weekly for as long as he is unable to return to work.
7. After the injured employee has returned to work, contact the employee weekly to review progress on the job, make necessary physical adjustments, evaluate attitudes, and formulate goals for a safe return to full duties.
8. Encourage the employee’s co-workers to be understanding and supportive. Make sure the supervisor and co-workers know that medical restrictions are always to be followed.

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