PURPOSE OF THE RETURN TO WORK PROGRAM	It is the practice of the District to provide meaningful work activity for all employees who temporarily become unable to perform all, or portions, of their regular work assignments due to a work-related injury or illness. By providing temporary transitional or modified work activity, injured employees remain an active and vital part of the District. Return to work duties may be in the form of either changed duties within the scope of their current position, or other available duties for which they may be qualified, or through a reduced work-hours schedule.
SCOPE	All active employees who become temporarily unable to perform their regular job due to a compensable work-related injury or illness may be eligible for temporary work duties within the provisions of this program.
RESPONSIBILITIES	Supervisors will demonstrate an enthusiastic support for the transitional duty program and actively participate and cooperate with the program administrator in its administration.
APPLICATION	If work is available which meets the limitations/restrictions set forth by the attending physician, the employee may be assigned transitional work for a period not to exceed 90 days. Transitional duty is a temporary program and an employee's eligibility in a temporary assignment will be based on medical documentation and continued recovery. An employee's limitation/restrictions are effective 24 hours per day. Any employee not following their restrictions may cause a delay in their healing or may further aggravate their condition. By not following the restrictions, an employee may be subject to disciplinary action, up to and including termination. Transitional duty will be available to all employees on a fair and equitable basis, with temporary assignments being based on skill and abilities. Eligibility will be based upon completion of a return to work evaluation form by the employee's attending physician. An employee on transitional duty will be considered part of the regular staffing, with recognition of the employee's limitations in the department. The return to work evaluation form must be used to document restrictions/limitations for work-related injuries or illnesses.
PROCEDURE	Transitional duty will consist of the employee's normal work schedule; however, every effort will be made to coordinate a restricted work schedule with the employee's normal work schedule. Dependent upon the employee's limitations/restrictions, it may be necessary to design a temporary schedule to accommodate the restrictions.

PAYMENT OF WAGES DURING TRANSITIONAL DUTY FOR WORK-RELATED INJURY OR ILLNESS

If an employee injury is determined to be work related, benefits/wages will be paid in accordance with the state workers' Compensation statute, with regard for the "waiting period," and the District's policies. [See CRE(LEGAL)]

If an employee on modified duty is unable to report to work, the employee will be charged a day of sick leave. Employees performing modified duty on a restricted work week (during the first 90 days of a worker's compensation leave) will receive payment for hours worked and the hours not worked will be reimbursed according to state Workers' Compensation guidelines.

MEDICAL APPOINTMENTS

Medical appointments that conflict with working hours must be coordinated, in advance, with the employee's supervisor. Appointments are to be scheduled as to not interfere with working hours. Non-emergency medical appointments not scheduled in advance may be cause for denial of the time off and subsequent ineligibility for compensation.

A return to work evaluation form must be completed for each practitioner visit for evaluation of the impairment.

It is the employee's responsibility to keep their supervisor and the program administrator apprised weekly of their status after each physician visit.

REFUSAL TO PARTICIPATE INT EH TRANSITIONAL DUTY PROGRAM

If an employee chooses not to participate in the return to work program due to a work-related injury or illness, they may become ineligible for Workers' Compensation benefits.

FAMILY MEDICAL LEAVE

In the case of reduced work hours, Family Medical Leave and Partial Disability may be applied to the hours not worked. Contact the District leave specialist for further details.

In the case of an employee choosing not to participate in the transitional duty evaluation program, unpaid Family Medical Leave will be applied and disability benefits will cease.

NOTICE TO EMPLOYEES

The District has instituted a return to work program. It is a primary goal to prevent work-related injuries from happening, and we are always concerned when one of our employees is injured or ill due to a work-related condition. We believe that such absences cost both the District and the employee. We want the injured employee to get the best possible medical treatment immediately to assure the earliest possible recovery and to return to work.

We have a workers' compensation program available for employees who have work-related injuries. The program's administrator

will determine, based upon program guidelines, whether you are eligible for wage loss or medical expenses under that program.

The District wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignment due to a work-related injury or illness. Thus we have implemented a return to work program in the form of transitional duty. Transitional duty is a temporary program, not to exceed 90 days.

EMPLOYEE PROCEDURES

All work-related injuries should always be reported immediately to the employee's supervisor, no later than the end of the shift on which the injury occurs.

The employee should complete the employee's report of injury/incident, authorization for health information disclosure and diagram page.

Where medical treatment is sought, the employee must advise your supervisor that you are seeking such treatment and obtain a transitional duty evaluation form. Regardless of the employee's choice of physicians, the return to work evaluation form must be completed for each physician visit.

Under this program, temporary transitional work is available for up to 90 days (with frequent review) while you are temporarily unable to work in your regular job capacity.

If the employee is unable to return to his/her regular job, but is capable of performing transitional duty, the employee will be given that opportunity. Refusal to accept the transitional duty may result in his/her not being eligible for full benefits under the workers' compensation program and may result in disqualification for certain employee benefits and in some cases be a basis for termination.

Employees who are unable to work and whose absences the District approves, must keep the program administrator informed on a weekly basis of their status. Failure to do so may result in a reduction in benefits available and discipline, up to and including termination from employment.

If the employee is unable to return to his/her regular job or transitional duty, your absence must be approved under the Family Medical Leave program. For this purpose the employee needs to complete a Family Medical Leave request form and submit it to the District's risk management/leave specialist. The employee must also have his/her physician complete the return to work evaluation form.

Employees who are not eligible for leave under the Family Medical Leave Act must return to transitional duty or regular work if at all possible. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, the employee will be entitled to return to a suitable position, if available and consistent with any limitations. However, the employee must keep the program administrator regularly informed of his/her status and any changes in your condition.

Employees must provide a return to work evaluation form indicating they are capable of returning to full duty. Permanent restrictions will be evaluated on a case-by-case basis and related to the performance of essential job functions. No permanent transitional duty positions will be created.

The employee will cooperate with the District's third party administrator and provide accurate and complete information as soon as possible so that the employee will receive all benefits to which he/she is entitled. Contact the District's risk management/leave and benefits specialist with any questions.