

**SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
1500 Lizzie Street San Luis Obispo, CA 93401**

RETURN-TO-WORK PROGRAM

Research indicates that staff returning to work after an accident or illness in a limited capacity, rather than staying at home until they are fully recovered, results in employees returning to their regular job status and recovering their full health at an accelerated pace.

The objectives of the return-to-work program include:

1. Returning employees to work as soon as possible without danger of re-injury.
2. Avoiding deterioration of work skills due to a prolonged absence from work.
3. Reducing the number of lost time incidents and the total number of lost workdays.
4. Reducing disability costs and the amount of medical treatment.
5. Reducing the number of litigated claims.
6. Maintaining productivity without hiring substitute or temporary employees.
7. Maintaining a high level of communication with the employee.

SLCUSD administrators have significant latitude in the assignment of return-to-work tasks as long as the physician's restrictions are followed. The job placement and assignments may include the following:

- a. The employee's same work unit and their same job but within the restrictions.
- b. The employee's same work unit but different job tasks.
- c. A different work unit and different job tasks.

The SLCUSD Personnel Department, the injured employee's supervisor, and, if work related, the third party worker's compensation administrator, consistent with any related provision of a collective bargaining agreement and relevant state or federal statutes, will coordinate the return-to-work program.

1.
 - a. The employee will return to work within the restrictions given by the physician. If the work restrictions are minor, the regular job duties may be modified to accommodate the employee. However, as the restrictions become more specific, the task assignment will also become more specific and defined. It is the employee's responsibility to conform to identified medical restrictions and is a condition of any modified duty assignment.

- b. If the Assistant Superintendent or designee determines no return-to-work tasks are available within the physician's prescribed restrictions, the employee will be placed on leave to the extent available by statute until such time as appropriate work can be assigned or the restrictions are lifted.
 - c. If the affected employee refuses to return to work, no temporary disability benefits or industrial accident leave benefits are payable as provided by law. Sick leave or other leaves will be subject to the terms of the collective bargaining agreement or statute, whichever applies.
 - d. All cases will be evaluated on an individual basis.
2. The employee's status will be evaluated continuously. If the restrictions are to be of short duration and the supervisor checks the employee's medical status on a weekly basis, the job assignment may be modified as the restrictions are lessened. Additionally, the District office and the third party worker's compensation administrator (if work related) will maintain communication with the physician to ensure a return to full job status as soon as possible.
 3. Because the assignment is temporary under this return-to-work program, the employee will continue to be compensated at his/her regular rate of pay.
 4. The Assistant Superintendent or designee may choose to return an employee to work on a part-time basis if so medically restricted. No temporary assignment will be less than two (2) hours per day. An employee, who returns to work for less than those of the employee's regular hours, shall have applicable paid leave coordinated with assigned return-to-work hours.

It is not the intent of the Assistant Superintendent or designee to create new, permanent assignments. Each employee's temporary assignment will be terminated with a maximum of 90 days from inception.

The third party worker's compensation administrator may be contacted to provide assistance with placement options if work related.

**EMPLOYEE'S RESPONSIBILITIES AFTER
WORK RELATED INJURY:**

1) REPORT THE INCIDENT:

You must report the incident immediately to your supervisor or site secretary and inform them if you want or need to seek medical attention.

(Prompt reporting is the key to prompt benefits.)

2) IF MEDICAL TREATMENT IS NECESSARY

Once the incident has been documented, you will be directed to a physician for appropriate treatment. You are entitled to be treated by your own physician if you have a predesignated physician form on file prior to the injury. The doctor will determine what medical treatment is necessary and when you can return to work. The doctor will also define any limitations or restrictions that you may have when you return to work.

3) AFTER THE DOCTOR VISIT:

The doctor will complete a status report regarding your visit. This report tells the employer if and when you can return to work. It also informs the employer of any work restrictions that need to be implemented.

4) YOUR RESPONSIBILITIES AFTER A WORK RELATED INJURY:

It is your responsibility to communicate with your supervisor or site secretary regarding your status. Doctor's notes and status reports must be faxed or delivered in your supervisor and to Insurance Services at (805) 782-9561 immediately after the doctor's visit.

It is your responsibility to complete an "Absence Report" for your absence. If you miss a workday(s) due to injury, it is your responsibility to have a doctor's note excusing you from work for that day(s) Absences that are not substantiated with a doctor's note will be charged to your sick leave or vacation time.

If you are released by your doctor or your appointment ends during work hours and there is more than one hour left in your work day, you must report to your worksite.

If you are able to return to work with restrictions it is your responsibility to have a doctor's note indicating those restrictions. This note must be given to your supervisor and to Insurance Services at 805-782-9561 immediately upon your return to work.

It is your responsibility to schedule doctor appointments, physical therapy appointments, etc. at a time that will have the least impact on your department. Again, it is your responsibility to notify your supervisor or site secretary in a timely manner of these appointments and submit verification of your appointment with your absence report.

Additional information on your rights and responsibilities can be found in your union contact.

It is imperative that you communicate with your supervisor and Insurance Services regarding your injury and treatment. Failure to do so could result in a loss of benefits - stay in touch!!

**SUPERVISOR'S RESPONSIBILITIES AFTER AN EMPLOYEE'S
WORK RELATED INJURY:**

- 1) **ENSURE that doctor notes and status reports are faxed or delivered to you (or your site secretary) immediately after the doctor's visit.** Absence slips for Industrial Accident that are not substantiated with a doctor's note will be charged to the employee's sick leave or vacation time.

- 2) **IF THE EMPLOYEE IS UNABLE TO RETURN TO WORK**
The employee must submit a doctor's release upon return.

- 3) **IF THE EMPLOYEE IS UNABLE TO RETURN TO WORK WITH RESTRICTIONS,** the employee must submit the doctor's note with restrictions outlined. If the restrictions cannot be accommodated, the employee must remain off work. If the restrictions can be accommodated, the employee may return to work. Contact the Safety Coordinator who will assist you with evaluation of work restrictions, employee's job description and the Return to Work Program (attached).

- 4) **FAX OR SEND ALL DOCTOR NOTES TO INSURANCE SERVICES. Fax—805-549-9074. Contact Ilse Outcalt at 549-1206 if you have any questions.**

It is imperative that the employee communicate with you or site secretary regarding the injury and treatment. Failure to do so could result in a loss of benefits- stay in touch!!

Return to Work Duties

1. LIBRARY

- Gluing book pockets
- Filing cards
- Shelving books
- Dusting shelves
- Organizing magazines
- General Supervision

2. AIDE POSITIONS

- Classroom – Clean chalkboards, grade papers, update bulletin boards and tutoring
- Yard Duty – before school, during recesses/breaks, intramural activities and lunches
- Parking Lot Supervision
- Locker Room Supervision
- Playground Supervision
- Cafeteria line/lunch room supervision
- Copier, laminator and other office equipment
- Office – filing, phones, immunization records, etc.

3. CUSTODIAL/GROUNDS

- Clean/pick up trash, brush cobwebs, dust, clean parking lot and sweep grounds
- Check direction and coverage of sprinklers
- Identify holes/damage in yards and playgrounds requiring repairs
- Inspect playground equipment, walkways, fences, stairs, etc., for safety deficiencies
- Clean erasers and boards
- Clean water fountains
- Paint poles, door jams, benches, etc.
- Clean window

4. TRANSPORTATION

- Ride bus as monitor
- Monitor bus stops
- “Hose down” or wash buses, clean windows, seats, etc.
- Fuel buses.

5. WAREHOUSE

- Unpack and shelve supplies
- Deliver district mail, separate/deliver return mail.

6. OFFICE

7. Answer telephone
8. Operate copier/duplicator or other office machinery
9. Clean and stock storage room
10. Welcome visitors
11. Collect lunch tickets
12. School greeter
13. Inventory
14. Filing
15. Prepare mailers
16. Mail distribution

17. MAINTENANCE

- Inventory tools and equipment
- Clean tools
- Inventory department
- Conduct facility safety inspections
- Service equipment
- Inspect fire extinguishers and other emergency equipment.