

WORKERS' COMPENSATION RETURN-TO-WORK PROGRAM

The SLCUSD return to work program is designed to accommodate employees who sustain a work-related injury or illness when a physician has determined the employee has physical or psychological limitations which prevent them from performing their normal and customary job. Research shows returning to work after an accident or illness in a limited capacity 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:

- Returning employees to work as soon as possible without danger of re-injury;
- Employee remains in touch with co-workers and works in a familiar setting;
- Employee avoids feeling isolated and depressed;
- Reducing disability costs;
- Employee avoids financial stress and projects a positive image to family.
- Avoiding deterioration of work skills due to a prolonged absence from work;
- Maintaining productivity without hiring substitute or temporary employees; and
- Maintaining a high level of communication with the employee.

District Administrators have significant latitude in the assignment of return-to-work tasks as long as the physician's restrictions are followed. This may include the following:

- The employee returns to their regular position with temporarily modified job responsibilities.
- The employee returns to their regular department to a temporary light duty job which was created to meet the injured worker's restrictions.
- Return to work in another department to a temporary or light duty job based on a list of light duty assignments provided by other department and site managers and compiled by the Business Services Office.

The Business Services Department, Personnel Department, the injured employee's supervisor, and the third party workers' compensation administrator (York Insurance Services Group), consistent with any related provision of a collective bargaining agreement and relevant state or federal statutes, coordinate the return-to-work program. All cases are evaluated on an individual basis and utilize the completed *Physician's Authorization to Render Medical Care and Return to Work Evaluation* form.

WORK ASSIGNMENTS AND RESTRICTIONS

Restrictions are given by the physician when the employee returns to work. As a condition of any modified duty assignment, it is the employee's responsibility to conform to those restrictions. If they are minor, regular job duties may be modified to accommodate the employee. With more specific restrictions, job duties will also become more specific and defined.

If the Assistant Superintendent of Business Services or designee determines no return-to-work tasks are available within the physician's prescribed restrictions, the employee is placed on leave to the extent available by statute until appropriate work can be assigned or the restrictions are lifted.

The employee's status will be evaluated continually, with the job assignment modified as the restrictions are lessened. Additionally, the Assistant Superintendent of Business Services or designee and York Insurance Services Group will maintain communication with the physician to ensure a return to full job status as soon as possible.

Because the assignment is temporary under this return-to-work program, the employee will continue to be compensated at his or her regular rate of pay. As it is not the intent to create new, permanent assignments, each employee's temporary assignment will be terminated within a maximum of 90 days from inception unless extended at the discretion of the District if the employee is showing substantial improvement

The physician's restrictions may include the employee returning to work on a part time basis. No temporary assignment will be fewer than two hours per day. An employee, who returns to work for fewer than the employee's regular hours, will have applicable paid leave coordinated with assigned return-to-work hours.

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.

Contact Information:

Ryan Pinkerton, Assistant Superintendent, Business Services	805-549-1331
Mandy Dawson, Executive Assistant, Business Services	805-549-1206
Traci Moreno, Personnel Assistant/Classified	805-549-1233
Brittani Turner, Personnel Assistant/Substitutes	805-549-1233
York Insurance Services Group	909-608-7171