

Board Policy sample provided by REDDING SCHOOL DISTRICT, edited to include both occupational and non-occupational disabilities and the use of temporary accommodations.

SUBJECT: RETURN TO WORK POLICY

PREPARER: _____ Director of Human Resources

RECOMMENDATION:

It is recommended that the Board of Trustees adopt Resolution # _____ regarding a Return to Work Policy.

BACKGROUND:

As a member of the Workers Compensation Program through Shasta Trinity Schools Insurance Group, it is essential that we continue to promote a return to work wellness program. To this end, all participants in the Shasta Trinity Schools Insurance Group are being asked to formalize their programs with a Return to Work policy. The attached policy is similar to our current practice and is being presented for your approval.

REFERENCES: None

...

**SOLUTION REGARDING RETURN TO WORK POLICY RESOLUTION
NUMBER # _____**

WHEREAS, the District is committed to returning injured/disabled employees to temporary modified or alternative work as soon as possible. Early return to work may be facilitated by temporarily modifying the employee's job or providing the employee with an alternative position i.e. a temporary work assignment. The requirements of the District, the employee's medical condition, and the physical limitations or restrictions described by the attending physician will be considered as a priority when identifying the modified/alternative position; and

WHEREAS, the purpose of this program is intended to provide our employees with an opportunity to continue as valuable members of our team while recovering from occupational and non-occupational disability. During the recovery period the District will provide temporary accommodations with the use of modified work. These accommodations are temporary and the District will fully comply with ADA requirements for cases involving permanent disabilities. This program is intended to promote speedy recoveries, using temporary accommodations while keeping the employees' work patterns and income consistent. At the same time, we benefit from having our employees providing a service and contributing to the overall mission of the District.

The scope of this program applies to ALL employees of (insert name) School District.

Responsibilities of the District:

- All injuries and the duration of the disability will be handled by the Director of Human Resources or designee.

- Director of Human Resources or designee will act as a liaison between the District, the injured worker, the attending physician and Shasta-Trinity Schools Insurance Group in the case of occupational disabilities.
- Director of Human Resources or designee will make sure the appropriate paperwork and forms have been properly handled and submitted to the appropriate parties.
- Director of Human Resources or designee will monitor the modified/alternative work and gather any additional information that may be needed to properly handle the return to work efforts.

For further information regarding Injury Illness policies and procedures refer to Board Policies.

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the (insert name) School District that the Return to Work Policy will go into effect (date) 2014.

PASSED AND ADOPTED this ____ day of _____, 2014.

AYES:

NOES:

ABSENT:

PRESIDENT

CLERK