

## RETURN TO WORK POLICY

### Policy:

**Trinity County Office of Education** is committed to returning injured employees to modified or alternative work as soon after an injury as possible. Early return to work will be facilitated by temporarily modifying the employee's job or providing the employee with an alternative position. 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.

### Purpose:

This program is intended to provide our employees with an opportunity to continue as valuable members of our team while recovering from a work related injury. We want to minimize any adverse effects of an ongoing disability on our employees. This program is intended to promote speedy recoveries, 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.

### Scope:

This program applies to ALL employees of **Trinity County Office of Education**.

### **Responsibilities:**

#### **District**

All injuries and the duration of the disability will be handled by **Melanie Edwards** or current HR/Payroll designee.

**Melanie Edwards** or current HR/Payroll designee will act as a liaison between **Trinity County Office of Education**, the injured worker, the attending physician and Shasta-Trinity Schools Insurance Group.

**Melanie Edwards** or current HR/Payroll designee will make sure the appropriate paperwork and forms have been properly handled and submitted to the appropriate parties.

**Melanie Edwards** or current HR/Payroll designee will monitor the modified/alternative work and gather any additional information that may be needed to properly handle the return to work efforts.

**ALL SUPERVISORS/MANAGERS**

In the event of an injury, the supervisor/manager will make sure that our employee receives first aid, or appropriate medical treatment at our designated medical clinic. *If possible, the supervisor/manager will accompany the employee to the medical clinic.* The attending physician shall be notified on the first visit that **Trinity County Office of Education** has a return to work program and that modified/alternative work will be provided. The supervisor/manager will work closely with **Melanie Edwards** or current HR/Payroll designee to coordinate the return to work efforts and will be responsible for introducing the employee back into the workplace in the modified/alternative position.

Supervisor/manager will make sure that the injured employee receives necessary assistance from co-workers and that *the employee does NOT work outside of his/her restrictions*. Monitoring for transition into full duty work will be the supervisors/managers responsibility.

**EMPLOYEES**

If an injury occurs on the job, the employee is required to report it to their supervisor or manager immediately. The employee must proceed to our selected provider for occupational injury unless the employee has previously designated their personal physician (M.D.) through the Medical Provider Network (MPN) process. If available, an employer representative will accompany the employee to the medical clinic.

Together with the physician, the employee's physical restrictions and limitations shall be discussed. All employees are expected to return to the worksite the very SAME day to report the physician's findings and to discuss modified or alternative work. This will enable all parties to be kept abreast of the employee's condition. Employees that have an injury shall report to the worksite after each doctor's visit to discuss his/her recovery.

Once an employee has returned to work, it is his/her responsibility to work within the physical limitations that the physician has given. The employee shall perform only those duties that are assigned to him/her. An employee shall immediately notify his/her supervisor of any difficulty in performing the duties. The employee must also notify his/her supervisor in advance of any medical appointments (time off will be allowed for industrial appointments). The employee shall keep his/her supervisor/manager informed of the recovery process and the ability to perform modified/alternative work.

**EVERYONE**

Everyone involved in this process should take the time to ask or address questions. Unasked questions can lead to confusion. **Trinity County Office of Education** is

committed to promoting in the best possible way a full recovery for any of our industrially injured employees.

**Trinity County Office of Education**, along with Shasta-Trinity Schools Insurance Group, is available to answer any questions that may arise.

Board

Approved: September 19, 2013

**TRINITY COUNTY OFFICE OF EDUCATION**  
**WEAVERVILLE, CA**