

SHASTA-TRINITY SCHOOLS INSURANCE GROUP**RETURN TO WORK CHECKLIST**

1.	Make sure you have a copy of the injured workers' temporary/permanent restrictions. Doctor's restrictions must appropriately describe the Physical Demands/functions by detailing the frequency, type of activity, and weight limitations. Type of activities include bending, stooping, kneeling, reaching, twisting, climbing, pushing, pulling.	<input type="checkbox"/>
2.	Sit down with the employee and a witness to review the usual and customary job requirements (i.e., essential functions).	<input type="checkbox"/>
3.	Determine, with the employee's input, if they can perform the essential functions of the job.	<input type="checkbox"/>
4.	If the employee can perform the essential functions of the job without any accommodations, document that and return the employee to work.	<input type="checkbox"/>
5.	Have each one present at the review sign the document and place in the employee's file.	<input type="checkbox"/>
6.	If the employee cannot perform the essential functions of the job, you must determine if a reasonable accommodation can be made for that employee on a permanent basis. For example, assuming the permanent restriction precludes standing on a frequent or continuous basis, and standing continuously was an essential function of the job, it needs to be determined if the job can be performed while sitting. If the job can be accommodated reasonably allowing the employee to sit during the work shift and perform the tasks, then the accommodation should be considered. A modified job description reflecting the accommodations should be signed and dated by all parties present.	<input type="checkbox"/>
7.	If the usual and customary job task cannot be modified or accommodated, then there should be a review of all the current vacancies within the District. Any vacancy that the employee is qualified for based on skills, aptitude, and abilities should be considered for an employment offer. If the employee accepts that new job assignment, that job offer should be with a formal job offer letter. If the employee declines the employment offer, the declination of the offer should be documented.	<input type="checkbox"/>
8.	If there are no jobs available that the employee is otherwise qualified for, and this is confirmed by both the employee and the employer, document the process and steps taken to attempt to bring the worker back to work.	<input type="checkbox"/>