

Full-time employees of the Board who are, or could be, on leave of absence from their duties as a result of a work-related illness or injury may be eligible for the Return-to-Work Program upon written certification of a medical care provider. The medical care provider must certify that the employee may return to work with restrictions on physical requirements of the job in question, and that those restrictions are expected to last at least three days.

A restriction identifies a physical condition which prevents an employee from performing the full scope of his/her job duties as outlined in their job description. A temporary restriction is defined as those limitations placed on an injured employee by a physician which are a relatively short duration and when the employee is expected to fully recover and to return to normal working conditions. A permanent restriction is defined as those limitations placed on an employee by a physician which are expected to last more than 90 days and from which recovery is not expected. Those employees who fall into the “permanent” category are not eligible for participation in the Return-to-Work Program but may elect to seek alternative employment, or file for a “reasonable accommodation” under the Americans with Disabilities Act.

When an employee is approved for participation in the Return-to-Work Program, the primary consideration will be a modification of the employee’s normal job duties. A critical consideration is to place the injured employee in a position to perform productive work that is useful to the Board and achievable within the restrictions placed on the employee by the medical advisor.

Each situation will stand on its own merit. Once the employee has obtained a medical certification of restrictions from the physician, the Superintendent will review the circumstances and determine if an employee qualifies for the program. If so, the employee shall be provided tasks which fall within the physical restrictions identified by the treating physician. In no case will an employee authorized to participate in the Return-to-Work Program be placed in an area that will pose a health or safety risk to the Board, other staff, or the injured employee.

### **Procedure**

Employees injured at work will seek or, if necessary, be brought to the medical care provider for initial treatment. If, after treatment, the employee is unable to return to work within three days, the employee will provide the medical care provider with this/her Job Description detailing the duties the employee is expected to perform under normal conditions. The employee will provide to the Superintendent of Schools, within three days following the injury, a statement from the medical provider of any restriction of duties and an expected return to work date.

If the care provider indicates that the employee is not able to return to his/her regular duties but is physically able to perform a modified duty assignment, then the employee will be required to report for modified duty.

**PERSONNEL: CERTIFIED/NON-CERTIFIED**

**4117.31**

**4217.31**

**Return to Work**

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The employee and principal will review the physical restrictions documented by the medical care provider and determine what job duties the employee can perform, as well as establish a work

schedule and return to work date. Modified duty assignments will, to the extent practical, be related to the type of work normally performed by the employee.

Modified duty status may be continually monitored by CIRMA-care Nurse Case Managers. Employees will be assigned to the Return-to-Work Program until a physician provides a written release for the employee to return to work at his/her regular position. A maximum of 30 days in the Program will be permitted, but duration may be increased to 60 days if physical restrictions dictate and a satisfactory job performance has been demonstrated.

Employees do not waive any rights to Workers' Compensation benefits by participating in the Return-to-Work Program. Employees participating in the Return-to-Work Program will continue to be covered by the Workers' Compensation Act for all reasonable and necessary medical expenses and disability benefits related to the injury or illness.

**Board Adopted: November 13, 2013**