

RETURN-TO-WORK PROGRAM

1. POLICY

Monroe County Schools is committed to providing a safe and healthy workplace for our employees. Preventing injuries and illnesses is our primary objective.

If an employee is injured, Monroe County Schools will return an injured employee to modified or alternative work as soon after an injury as possible. This will be done by temporarily modifying the employee's job or providing the employee with an alternative position. The employee's medical condition along with any limitations or restrictions given by the attending physician will be considered as a priority when identifying the modified/alternative position.

2. 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 on-the-job injury to any of our employees and return the injured employee to their original job. This program is intended to benefit an injured employee by promoting a speedy recovery while keeping their work patterns and income consistent. The company shares in the benefits by having our employees retain work skills thus contributing to the overall productivity of our business.

3. SCOPE

This program applies to all employees of Monroe County Schools.

4. RESPONSIBILITIES

4.1 Monroe County Schools

All injuries and the duration of the disability will be handled by the Superintendent, or a designee, usually the Business Manger.

The designee will act as a liaison between Monroe County Schools, the injured worker, the attending physician, and WV Workers' Compensation Division.

Monroe County Schools will make sure that all paperwork and forms have been property handled and submitted to the appropriate parties.

Monroe County Schools will monitor the modified or alternative work and gather any additional information that may be needed to properly handle the return to work efforts.

4.2 All Managers and Supervisors

In the event of an injury, the manger or supervisor will make sure that the injured employee receives first aid, or if necessary, proper medical treatment. If possible, the manager or supervisor will accompany the employee to the treating physician or medical clinic. The attending physician shall be notified on the first visit that Monroe County Schools has a return-to-work program and that modified or alternative work will be provided. The manager or supervisor will work closely with Monroe County Schools to coordinate the return to work efforts and will be responsible for introducing the employee back into the work place in the modified or alternative position. The manager or supervisor will make sure that the injured employee receives necessary assistance from co-workers and that the employee does NOT work outside their restrictions. Monitoring for transition into full duty work will be the responsibility of the manager or supervisor.

4.3 Employees

If an injury occurs on the job, the employee is required to report the injury to their manager or supervisor immediately. If available, the employer representative will accompany the employee to the medical clinic. Together with the physician, the employee's physical restrictions and limitations shall be discussed. If able, 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.

Once an employee has returned to work, it is their responsibility to work within the physical limitations that the physician has specified. The employee shall perform only those duties that are assigned to them. An employee shall immediately notify their manager or supervisor of any difficulty in performing the duties. The employee must also notify their manager or supervisor in advance of any medical appointments. Time off will be allowed for medical appointments associated with an on-the-job injury. The employee shall keep their manager or supervisor informed of the recovery process and their ability to perform modified or alternative work.

5. NOTIFICATION

All employees shall have this policy presented to them, with a signed copy placed in their personnel file by no later than the 10th day of the first employment year or next employment year for those already employed.

6. EFFECTIVE DATE

This policy shall take effect July 1, 2003 and be effective thereafter.

Approved by Board Action: May 6, 2003