

Return to Work Program

I. Purpose

The purpose of this policy is to identify the Return-to-Work program. The objective of the program is to document alternative work duties for an employee, in such event an employee is unable to fulfill their regular duties for unforeseen work-related injury or illness. It will be management's goal to provide a modified work environment in accordance with documented medical approval. This program is primarily designed to provide temporary assignments while an employee continues to recover.

II. Program Focus

Kimball School District has put this program in place to provide our workforce an environment free of recognized hazards. All full-time and/or part-time employees, whether for work-related injury or illness, or non-work related injury or illness, might be asked to comply with this program. Therefore, any employee that is unable to fulfill their regular duties may be reviewed to be placed in a modified work environment until such time as their disability recovery period allows them to return to unrestricted work.

III. Rate of Pay

Payroll will be reviewed by management and adjusted accordingly to the modified position. This is subject to review upon each individual assessment.

IV. Medical Treatment

All work-related injuries or illnesses will be reported by the employee immediately to management. Medical treatment will be sought at a hospital in the event of a life-threatening emergency. If not life-threatening, treatment can be directed within the first 10 days of injury or illness by the Kimball School District to a medical facility of their choice. After this 10-day period, treatment may be directed if the employee wishes, or they may seek treatment at a medical facility of their choice.

V. Medical Release and Restrictions

The capacity of the employee's return to work is determined by the treating physician. It will be documented by the attending physician that the employee is released "free from restrictions" or "with documented restrictions" within the job description the employee

holds. It will be given to and reviewed by the Kimball School District appropriate management personnel before employment can resume.

VI. Type of Work

The type of work conducted by the employee will be reviewed on a case-by-case basis.

- Light duty positions include, but not limited to light duty driving, parts running, light office cleaning, dusting, window cleaning, and clerical administration.
- The positions will be communicated to the attending physician if restricted work is expressed.
- These transitional positions and duties will be explained to the injured employee and he or she will be supervised to ensure restrictions are being followed and accommodations, if necessary, are made in a timely fashion.

VII. Communication Plan with Medical Facility

Third Party management personnel will keep in touch with the treating physician or facility, whether verbal or written, to stay updated on any changes in diagnosis, treatment or restrictions. A Third Party management personnel will then communicate the plan with the Kimball School District management.

VIII. Discipline for Non-Compliance

Disciplinary actions may be taken against any employee who fails to observe this program in accordance with the Kimball School District.

Source: Independent School District No. 739, Kimball, MN

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