

Series 3000 Personnel

Section 3100 General Provisions

Policy 3112 Return to Work

3111.1 Philosophy: The *Harrison County Board of Education* is committed to providing a safe and healthy workplace for our employees. Preventing injuries and illnesses is our primary objective.

If an employee has a work-related injury, the *Harrison County Board of Education* will accommodate all reasonable restrictions and return the 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 in classification. 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. Employees will receive their normal wage for time worked on any modified or transitional position but are not eligible for overtime while they are assigned modified/alternative positions. If an employee is not able to return to his/her usual and customary duties within thirty (30) days, a complete re-evaluation of the situation shall be made in cooperation with the workers compensation insurance carrier, the treating physician, and the employee.

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 his/her original job. This program is intended to benefit an injured employee by promoting a speedy recovery while keeping the work patterns and income consistent. The employee's health and safety shall be the first priority in the decision process. The school system shares in the benefits by keeping our employees on the job and getting to utilize their knowledge and experience, thus contributing to the overall productivity of our business.

SCOPE

Effective July 1, 2016, this program applies to all employees of the *Harrison County Board of Education* and shall be applied to all employees consistently as possible, given the operational requirements that may vary from case-to-case.

DEFINITIONS

- A. **Work Related Injury** – Is defined as an injury to the employee that occurs while he/she is engaged in the performance of his/her employment duties.
- B. **Modified Positions** – Is defined as a person's normal work responsibilities that have been changed or "modified" to meet restrictions that have been assigned by the treating physician. All modified positions are considered "transitional positions" and are designed to help the injured employee return to their usual and customary duties as soon as possible.

- C. **Alternative Positions** – Is defined as work responsibilities that are not the normal responsibilities assigned to an employee, yet are responsibilities that are within their job classification and meets the restrictions that have been assigned by the treating physician. All alternative positions are considered "transitional positions" and are designed to help the injured employee return to their usual and customary duties as soon as possible.
- D. **Supervisor** – Is defined as the immediate person whose responsibility it is to monitor and evaluate the work, or his/her designee.

RESPONSIBILITIES

A. Harrison County Board of Education

1. All injuries and the duration of related transitional work duties will be handled by Harrison County's Workers Compensation Coordinator/Director of Safety and Discipline.
2. All employees will be trained and required to participate in the Return to Work program.

The Workers Compensation Coordinator/Director of Safety and Discipline will act as a liaison between the Harrison County Board of Education, the injured worker, the attending physician, and the West Virginia Worker's Compensation Commission.

3. Harrison County School's Workers Compensation Coordinator/Director of Safety and Discipline will make sure that all paperwork and forms have been properly handled and submitted to the appropriate parties.
4. Harrison County School's Director of Safety and Discipline will monitor the modified or alternative work and gather any additional information that may be needed to properly handle the return to work activities.

The Director of Safety and Discipline and immediate supervisor will immediately develop and recommend to the Superintendent a plan consisting of transitional duties. A cost-benefit analysis will be used in the decision process. Each case must be reviewed and duties reassessed periodically.

Rehabilitation referrals should be considered by the Director of Safety and Discipline for those cases that involve extended lost time.

B. All Immediate Supervisors

1. In the event of an injury, the immediate supervisor will make sure that the injured employee receives first aid, or if necessary, proper medical treatment.
2. If possible, the immediate supervisor will accompany the employee to the treating physician or medical facility.
3. The attending physician shall be notified on the first visit by the employee that the Harrison County Board of Education has a Return to Work Program and that modified or alternative work will be provided for a short period of time.
4. The immediate supervisor will work closely with the Harrison County School's Safety and Discipline Director 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.

C. **Employees**

1. If an injury occurs on the job, the employee is required to report the injury to the immediate supervisor immediately.
2. If medical treatment beyond first aid is required, an employer representative will accompany the employee to the medical clinic or treating physician (whenever possible). The employee's written job description, physical restrictions and limitations will be discussed amongst the treating physician, the injured employee, and the immediate supervisor to facilitate return-to-work.
3. If able, employees are expected to return to the worksite the very **SAME** day to report the physician's findings in writing and to discuss modified or alternative work. If medical treatment occurs in the evening or at night, then the employee should report the physician's findings on the next work day. This will enable all parties to be kept abreast of the employee's condition.
4. Once an employee has returned to work, it is his/her responsibility to work within the physical limitations that the physician has specified.
5. The employee shall only perform duties assigned to him/her and shall immediately notify the immediate supervisor of any difficulty in performing those duties.
6. The employee must notify his/her immediate supervisor in advance of any medical appointments. Leave will be allowed for medical appointments associated with an on-the-job injury.
7. The employee shall keep his/her immediate supervisor informed of the recovery process and their ability to perform modified or alternative work.

Any employee released to return to transitional duty who refuses to return to work may have his/her benefits terminated by Worker's Compensation.

D. **Everyone**

Questions regarding this policy should be addressed to the Director of Safety and Discipline.

Adopted: June 7, 2016