

MSAD #37 POLICY

RETURN TO WORK AND LIGHT-DUTY ASSIGNMENTS

The School Board believes that it is in the best interest of both the school system and employees who have suffered workplace injuries or illnesses to return to the work environment as soon as possible. Further, the Board recognizes the need for a program to effectively manage workers' compensation costs throughout the system, while conserving its most valuable resources—the skills, knowledge and experience of its employees. To that end, the Board supports the establishment of a comprehensive return-to-work program, including temporary modified or “light work” assignments, whenever appropriate, to minimize the lost time and facilitate an employee's transition back to regular or full-time work.

Modified or light-duty assignments, including modified work schedules, will be designed to accommodate job restrictions specified by the health care provider or providers designated by the employer. Modified or light-duty assignments are intended to address short-term medical restrictions, and are not to be used as a means to establish new assignments or displace other employees.

The Superintendent or designee shall be responsible for developing administrative procedures to implement a return-to-work program, including provisions for monitoring of modified duty assignments by the employee's supervisor, healthcare provider, the school system's Workers' Compensation Coordinator and the workers' compensation insurance claims adjuster.

Adopted: May 31, 2006

Reviewed: May 31, 2023

MSAD #37 PROCEDURE

RETURN TO WORK AND LIGHT-DUTY ASSIGNMENTS— ADMINISTRATIVE PROCEDURES

Should an employee be injured while on the job and medical attention be necessary, it should be received as soon as possible. The first priority is for the safety and well-being of the employee.

Within 48 hours of an injury, the employee will complete the *Employee Incident Report* and return it to his/her supervisor. The supervisor will complete the *Supervisor Incident Report* within this same time frame and submit both documents to the Superintendent's Office. These forms must be completed regardless of whether or not medical attention is necessary.

If medical attention is necessary, the employee will provide the Superintendent's Office with documentation from the healthcare provider of the injury and any restrictions to work. If the employee is unable to work for a period of time, a note from the healthcare provider will be required to clear them for return to work or light-duty.

If the employee, under the direction of a healthcare provider, can return to restricted or light-duty work, the District will do its best to accommodate the employee.

In the event of a lost time injury or illness, the District's insurance company will pay workers' compensation benefits. An employee becomes eligible for Workers' Compensation benefits on the 8th day of missed work (calendar days not work days). These do not have to be consecutive days. If the employee is out of work for more than 14 calendar days, Workers' Compensation benefits will go retroactive to the first day missed.

Employees may elect to use their accumulated sick leave to cover the time lost. Otherwise, the employee will be on unpaid leave during this time. The difference between the employee's normal pay and workers' compensation will be made up by the District providing the employee elects to use his/her accumulated sick leave. Upon exhaustion of accumulated sick leave, only workers' compensation benefits will be forthcoming.

Family Medical Leave may be granted for up to 12 weeks and will run concurrently with the Workers' Comp leave. The employee will be required to complete FMLA paperwork documenting the reason for the leave and other information.

Approved: June 28, 2006

Reviewed: May 31, 2023