



Rogue Community College

Return-To-Work Program

Note: This document is not designed as a substitute for reasonable accommodation under any applicable federal or state laws, such as Americans with Disabilities Act, The Rehabilitation Act of 1973 or other applicable laws.

To preserve the ability to meet company needs under changing conditions, Rogue Community College reserves the right to revoke, change or supplement guidelines at any time with written notice. The policies and procedures in this return-to-work program are not intended to be contractual commitments and they shall not be construed as such by our employees. This policy is not intended as a guarantee of continuity of benefits or rights. No permanent employment for any term is intended or can be implied by this policy.

Objectives:

Rogue Community College has developed a return to work program pursuant with RCC Board of Education Board Policy V.C.040. Its purpose is to return workers to employment at the earliest date following any injury or illness. We desire to speed recovery from injury or illness and reduce insurance costs. This program applies to all workers and will be followed whenever appropriate.

Rogue Community College defines “transitional” work as temporary modified work assignments within the worker’s physical abilities, knowledge and skills. Where feasible, transitional positions will be made available to injured employees in order to minimize or eliminate time loss.

For any reason, at any time, Rogue Community College may elect to change the working shift or location of any employee based on the needs of the College.

The physical requirements of transitional/temporary work will be provided to the attending physician. Transitional/Temporary positions are then developed with consideration of the worker’s physical abilities, the business needs of *Rogue Community College* and the availability of transitional work.

In case of an on-the-job accident:

If you have a work-related injury and are missing time from work, contact our Human Resources Department or SAIF Corporation for details regarding time-loss.

Transitional temporary work assignment:

Rogue Community College will determine appropriate work hours, shifts, duration and locations of all work assignments. *Rogue Community College* reserves the right to determine the availability, appropriateness and continuation of all transitional assignments and job offers.

Communication:

It is the responsibility of the worker and/or supervisor to immediately notify Human Resources of any changes concerning a transitional/temporary work assignment. Human Resources will then communicate with the insurance carrier and attending physician as applicable.

Employee responsibilities

1. Accident reporting:

- A. An **accident** is any unplanned event that disrupts normal work activities and may or may not result in injury or property damage. All work-related accidents, injuries and near misses must be reported immediately to Human Resources, and an **Incident Report** must be completed.
- B. If an accident occurs, but does not require **professional medical treatment**, the supervisor should immediately be informed, so that an **Incident Report** can be completed. If first-aid treatment is needed, it should be sought on-site.
- C. If an accident occurs which requires **professional medical treatment**, the worker should follow the emergency response plan. The worker must contact HR and fill out a **workers' compensation 801 form** as soon as possible.

2. Worker's physical condition:

- A. If professional medical treatment is sought, the worker should inform the attending physician **Rogue Community College** has a return-to-work program with light duty/modified assignments available.
- B. The worker should obtain a **Return-to-Work (RTW) Information Form** and current **Job Description** (if available) from Human Resources. This should be provided to the treating physician and should be returned to Human Resources following the initial medical treatment.

3. Worker return to work:

- A. If the attending physician releases the worker to return to work, as evidenced by completion of a **RTW Information Form**, the form must be returned to Human Resources, within 24 hours for assignment of light duty/modified work (if applicable). The worker must report for work at the designated time. **The worker cannot return to work without a release from the attending physician.**
- B. If the worker returns to a transitional/temporary job, they must make sure that they do not go beyond either the duties of the job or their physician's restrictions. If the worker's restrictions change at any time, they must notify their supervisor at once and give their supervisor, as well as Human Resources, a copy of the new medical release.

4. Worker unable to return to work:

- A. While off work, it is the responsibility of the worker to supply Human Resources with a current telephone number (listed or unlisted) and an address where the worker can be reached.
- B. The worker will notify Human Resources within 24 hours of all changes in medical condition.

Worker acknowledgment:

- ✓ The return-to-work policy and procedures have been explained to me.
- ✓ I have read and fully understand all procedures and responsibilities.
- ✓ I agree to observe and follow these procedures.
- ✓ I have received a copy of this policy and procedure.
- ✓ I understand failure to follow these procedures may affect my re-employment, reinstatement and vocational assistance rights and may result in disciplinary action.

Worker Signature

Date

Employer responsibilities

1. Accident reporting:

- A. The supervisor will complete an Incident Report on all accidents, whether or not an injury occurs.
- B. If an accident occurs which results in injury requiring *professional medical treatment*, the Supervisor will contact HR immediately. Human Resources will contact the Facilities Department to conduct a formal accident investigation. Human Resources will also assist the worker in completing a *workers' compensation 801 form*. Human Resources will forward the completed *workers' compensation 801 form* to the insurance carrier within five (5) calendar days of knowledge of the injury or illness.
- C. Other information will be forwarded as soon as developed including:
 - 1. Name of worker's attending physician.
 - 2. Completed *RTW Information Form* from attending physician and medical documentation, if appropriate.
 - 3. Completed temporary/transitional, modified or regular job description.
 - 4. *Job offer letter* and responses.
- D. Human Resources will notify the insurance carrier of any changes in the worker's medical or work status as soon as possible.

2. Medical treatment and temporary/transitional duty physical condition:

- A. A *RTW Information Form* and a current *Job Description* (if available) will be provided to the worker to take to the attending physician for completion and/or approval.
- B. At the time of first medical treatment the *RTW Information Form* must be completed and returned to Human Resources. If one is not, Human Resources will request one from the attending physician.
- C. Human Resources will review the completed RTW Information Form. If appropriate and feasible, a temporary/transitional *Job Description* will be prepared from information obtained from the attending physician, and will be sent to the attending physician for review and approval.

3. Job offer letter:

- A. Upon receipt of a signed temporary/transitional *Job Description* from the attending physician, the employer will prepare a written *Job Offer Letter*. It will be mailed by both regular and certified mail to the worker's last known address or presented to the worker.
- B. The letter will note the doctor's approval and will explain: the job duties, report date, wage, and hours, report time duration of transitional work assignment, phone number and location of the transitional assignment.
- C. The worker will be asked to sign the bottom of the *Job Offer Letter* indicating acceptance or refusal of the offered work assignment, and return the form to Human Resources within 24 hours.
- D. Copies of the *Job Description*, *RTW Information Form*, and *Job offer Letters* will be forwarded to the insurance carrier.

4. Supervisor:

- A. The supervisor will monitor the worker's performance to ensure the worker does not exceed the worker's physician release.
- B. The supervisor will monitor the worker's recovery progress through regular contact to assess when and how often duties may be changed. The supervisor will work with Human Resources to assess the College's ability to adjust work assignments upon receipt of changes in physical capacities.
- C. The Supervisor will notify Human Resources of any changes in the worker's medical or work status as soon as possible.