

MENNONITE VILLAGE POLICY & PROCEDURE

TITLE: Return to Work Program

PROCEDURE NO: HR 700.21

PREPARED BY: Human Resources Director

DATE: July 2018

LAST REVIEWED BY: _____

DATE: _____

LAST UPDATED BY: _____

DATE: _____

APPROVED BY: Ron Litwiller

DATE: August 2018

PURPOSE:

Mennonite Village has developed a return to work policy. 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 policy applies to all workers and will be followed whenever appropriate.

Mennonite Village 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 workers in order to minimize or eliminate time loss.

This policy 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, Mennonite Village 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 for rights. No permanent employment for any term is intended or can be implied by this policy.

POLICY:

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 Mennonite Village 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 the human resources department or SAIF Corporation for details regarding time-loss.

Transitional temporary work assignment

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

Communication

It is the responsibility of the employee 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.

PROCEDURE:

Employer responsibilities

1. Accident reporting:

- A. The supervisor will conduct an accident investigation on all accidents, whether or not an injury occurs.
- B. When an accident occurs which results in injury requiring ***professional medical treatment***, Human Resources will forward a 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 release to work form from attending physician and medical documentation, if appropriate.
 - 3. Completed 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 completed ***Job Description*** form (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. The completed ***RTW Information Form*** will be reviewed by Human Resources. A temporary/transitional ***Job Description*** form will be prepared from information obtained from the attending physician for review and approval.

3. Job offer letter:

- A. Upon receipt of a signed temporary/transitional ***Job Description*** form from the attending physician, a written ***Job Offer Letter*** will be prepared by the employer. The employee will be contacted to make arrangements to sign the letter within. If the employee is unable to physically come to the campus, the offer letter will be sent certified mail or emailed to the employee with an agreement it will be returned w/in 5 business days of receipt or the job offer will be determined to be refused by the employee.
- B. The letter will note the doctor's approval and will explain: the job duties, report date, wage, hours, report time, duration of transitional work assignment, phone number and location of the transitional assignment. A copy of the letter and/or job description will be provided to the employee.

The worker will be asked to sign the bottom of the **Job Offer Letter** indicating acceptance or refusal of the offered work assignment.

- C. Copies of the **Job Description, Work Releases, 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 assess the company's ability to adjust work assignments upon receipt of changes in physical capacities.

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.
- I understand violation of this policy may lead to disciplinary action, up to and including, termination of employment.