



## Return to Work Program

- I. *Scope and Application:* This policy applies to all locations where a Return-to-Work Program may need to be implemented.

It is our goal to return Temporary Worker(s), who have sustained a compensable injury, back to work as soon as possible.

Our Return-to-Work Program is developed to provide Temporary Worker(s), who cannot return to their regular job, with modified/transitional duty during their medical recovery period. Modified/transitional duty is temporary work that is within the Temporary Worker(s) physical abilities, knowledge, and skills. Temporary Worker(s) with accepted disabling workers' compensation claims are eligible for this program. The Return-to-Work program will involve coordination with the injured Temporary Worker(s), Workers' Compensation Claims Adjustor, the treating physician, and the insurer.

- II. *Implementation:* It is the responsibility of management to administer the organization's Return-to-Work program. It is the responsibility of any Temporary Worker(s) involved to adhere fully to this policy.

- III. *Return to Work Procedures:*

- a. Temporary Worker(s) are directed to report incidences to the on-site Supervisor/Captain immediately at the time of injury. In addition, Temporary Worker(s) are directed to call the office or the emergency phone directly following to report the injury to Human Resource or the on-call manager. This insures that Agency can promptly act to address any incidences, including facilitating medical care or treatment of any workplace injury.
- b. If immediate medical treatment is indicated, medical care from the appropriate medical facility by the most effective means will be provided.
  - i. When possible, Temporary Worker(s) should request a "Work Status Report" which shall include work restrictions from the physician.
- c. The Temporary Worker(s) should provide Culinary Staffing Service with a completed "Work Status Report" after every visit to the treating physician.
- d. The "Work Status Report" should be reviewed by a Human Resources Representative at Culinary Staffing Service and whenever possible submitted to a 3<sup>rd</sup> party administrator to assist in locating suitable job placement.
  - i. A modified/transitional duty position should be considered that is within the Temporary Worker(s) physical capacities.

- ii. If work is available which meets the limitations/restrictions set forth by the attending physician, they may be assigned modified/transitional work.
- e. A job offer letter will be sent to Temporary Worker(s) via email and certified or FedEx mail.
  - i. The job offer letter will include a copy of the job analysis, job description, physician's release for work, date to report to work, whom to report to, where to report, time to report, wages, hours and duration of modified/transitional duty.
  - ii. Temporary Worker(s) will be asked to indicate whether the job is accepted or declined and so indicates with a signature.
    - 1. This information should be forwarded to the insurer after completion.
- f. If Temporary Worker(s) chooses not to participate in the modified/transitional duty program due to a work-related injury or illness, they may become ineligible for worker's compensation time-loss benefits.
- g. When Temporary Worker(s) reports to modified/transitional duty, the site location's manager should carefully review the job.
  - i. The restrictions should be reviewed.
  - ii. The site manager should emphasize that Temporary Worker(s) should perform only the job duties within the treating physician's restrictions.
    - 1. This needs to be monitored to assure compliance and improvement of Temporary Worker(s).
  - iii. Temporary Worker(s) is responsible in keeping Human Resources apprised weekly of their status after each physician visit.
- h. Modified/transitional duty is a temporary program and Temporary Worker(s) eligibility in a temporary assignment will be based on medical documentation and continued recovery of Temporary Worker(s) and the ongoing needs of the site location.
  - i. Although transitional work is not guaranteed, transitional duty will be available on a fair and equitable basis with the temporary assignment being based on skill, abilities and restrictions as well as the needs of the site location.
- i. Human Resources will monitor the Temporary Worker(s) recovery progress and participation.
  - i. The Site Location will be responsible for tracking the hours worked.
    - 1. Every effort will be made to coordinate a restricted work schedule with Temporary Worker(s) normal work schedule.
    - 2. Dependent upon the Temporary Worker(s) limitations/restrictions, it may be necessary to design a temporary schedule to accommodate the restrictions that may not match Temporary Worker(s) normal schedule.
  - ii. In the case of reduced work hours, Family Medical Leave may be applied to the hours not worked.

- iii. Contact Human Resources for further details.
- j. Any change in the original modified/transitional duty job must be reviewed by Human Resources and fall within the work restrictions set by the treating physician.
  - i. A new job offer letter will be sent and signed by Temporary Worker(s).
- k. Temporary Worker(s) must provide a "Work Status Report" indicating they can return to full duty.
  - i. Permanent job restrictions will be evaluated on a case-by-case basis and relate to the performance of the essential functions of the job.
  - ii. No permanent light duty positions will be created.