



EARLY RETURN TO WORK PROCESS

(Only Permanent Employees are eligible for temporary work accommodations resulting from work related injuries – Substitutes and Volunteers are not eligible for this program)

- Step 1** When Work Restrictions are obtained, Claims Coordinator works with Supervisor on whether or not to modify the Employee's usual and customary job **OR** place the Employee in a **Temporary Work Assignment** based on current restrictions. Claims Coordinator instructs the Employee to return to their Site for their work assignment – **Modified/Temporary**. Complete **Temporary Work Agreement for Work Related Injuries**.
Claims Coordinator sends copy of Work Status Slip using **Work Status Fax** cover sheet to CCCSIG and notifies whether the Employee is modified or in a temporary work assignment and where the assignment is (site).
- Step 2** Employee reports to Supervisor for Modified or Temporary Work Assignment instructions.
Supervisor:
1. Provides orientation to Employee
2. Explains in detail the Modified or Temporary Work Assignment
3. Maintains contact with Employee and Claims Coordinator
- Step 3** CCCSIG UPDATES THE District with Employee Return to Work Progress Reports at 90 and 180 days of Restricted Duty or Temporary Work Assignment, providing the following options for District consideration:
1. Continue to accommodate restrictions in the current Temporary Work Assignment or Modified Duty at the same Site
2. Continue to accommodate restrictions in the current Temporary Work Assignment or Modified Duty at a new Site
3. Accommodate restrictions in a new temporary Bridge Assignment or
4. Discontinue the Temporary Work Assignment allowing the Employee to receive Temporary total Disability benefits.
- Step 4** **Temporary Total Disability** – If no release to work at time of injury, CCCSIG will make Physician contact to advise and explain **Early Return to Work Program** and make efforts to obtain work restrictions.