

RETURN TO WORK PROCESS FOR DISTRICT CLAIMS COORDINATOR

An Injury Occurs, injury reported to Company Nurse, injured *Employee* goes to designated medical facility for treatment.

- Injured *Employee* receives a **Work Status Slip** from Physician and immediately gives to the *District Claims Coordinator* (as instructed by *Company Nurse* during injury intake), which will state either:
 - **Release to Full Duty**
 - **Release with Work Restrictions or Limitations**
 - **No Release to Work**

If *CCCSIG* receives the **Work Status Slip** prior to the *District Claims Coordinator*, it will be sent to the District for **Return-to-Work** coordination

- **If Release with Work Restrictions or Limitations:**
 - *District Claims Coordinator* works with regular Site Supervisor to determine:
 - Whether to modify the *Employee's* regular job duties, designate a **Modified Work Assignment** or a **Temporary Work Assignment** based on medical restrictions as stated by the *Physician* on the **Work Status Slip**
 - If the *employee's* regular job duties (based on the *Physician's* work restrictions) cannot be modified or a Temporary Work Assignment is not available at the injury site, the *District Claims Coordinator* will determine if another District School Site can accommodate the *Employee* in either of these temporary work capacities.
 - A **Pre-Designated Temporary Work Assignment** can be provided to the injured *Employee* during the determination process noted above.
- If a **Modified Work Assignment** or a **Temporary Work Assignment** has been designated, the *District Claims Coordinator* will review the temporary assignment and the **Temporary Work Agreement** with the *Employee* and provide Site Supervisor with assignment documentation and Temporary Work Agreement; *Site Supervisor* will conduct orientation prior to the *Employee* beginning the temporary work assignment
- Injured *Employee* continues to go to scheduled *Physician* appointments, obtaining new **Work Status Slip** and providing it to the *District Claims Coordinator*. This process continues until Full Duty Release by *Physician*, until Permanent and Stationary with Permanent work restrictions **or** District can no longer provide for a Temporary Work Assignment.
- Throughout this time period, *CCCSIG* will assist the *District Claims Coordinator* with the return-to-work coordination and at 90 and 180 days of being in a Temporary Work Assignment with the following options for District consideration:
 - Continue to accommodate restrictions in the Temporary Work Assignment at the same site
 - Continue to accommodate restrictions in the Temporary Work Assignment at a new site
 - Discontinue the temporary assignment, allowing the *Employee* to receive **Temporary Total Disability** benefits and remain off work.
- The **Return to Work Program** goal is to provide either a Modified Work Assignment or a Temporary Work Assignment for the injured *Employee* until full Return-to-Work can be facilitated within a specified period of time, established by the District.

A best practice for each District is to establish a timeframe for injured *Employees* to receive a **Temporary Assignment** (90 – 120 – 180 days).