

## CCCSIG

### RETURN TO WORK GUIDELINES FOR INDUSTRIAL INJURY OR ILLNESS

#### Objective

To provide covered employees with a temporary work accommodation as soon as medically appropriate following an industrial injury or illness.

- A. Covered employees must have a workers' compensation claim with valid work restrictions. Volunteer and substitute employees do not qualify for this program.
- B. Temporary Work Assignments or Modified Duty may be provided within the District's capacity and ability to accommodate, consistent with the work restriction(s) provided by the employee's primary treating physician. Restrictions from the primary treating physician must be in writing and signed by the physician.
- C. Employees performing in a Temporary Work Assignment or Modified Duty will continue to receive regular pay and benefits unless fewer hours are worked.
- D. The program will promote recovery and maximize employee productivity. The objective is to benefit the employees overall recovery through meaningful temporary work assignments while reducing lost time exposure and the expenses of Temporary Total Disability benefits.

#### General Background

Temporary Work Assignment (TWA) is a "temporary" assignment provided to a temporarily disabled employee resulting from industrial injury or illness. TWAs may be less than regular full time or part time work, but no less than four (4) hours per day.

Conversely, Modified Duty (MD) is a modification to an employee's usual and customary job and may also be less than regular full time or part time work, but no less than four (4) hours per day.

A temporarily industrially disabled employee with an accepted workers' compensation claim shall return to a TWA or MD assignment that is consistent with restrictions provided by the employee's treating physician.

A District shall, whenever feasible:

(1) Select a TWA from the District's list of "pre-designated" assignments based on the employees initial work restrictions. The pre-designated assignment shall serve as a short term assignment until such time that the District can coordinate efforts with CCCSIG to identify a more appropriate and suitable assignment for the employee based on their work restrictions.

(2) Select a TWA or identify modified duties and the site location where the employee is assigned or an alternative site. Provide the employee with a Temporary Work Agreement document for the employee to review and sign. The District shall then direct the employee to his or her site for their Temporary Assignment.



Once made, TWA/MD accommodations will be considered for a cumulative period of time per injury as determined by the District, based on business needs and medical progression. There should also be a formal review of the employee's progress and effectiveness of TWA/MD at the three (3) month and six (6) month interval.

At the end of the first three month period, the employee's primary treating physician will be asked by CCCSIG to determine whether a full duty release is possible or foreseeable in the near future. If a full duty release is not possible or foreseeable within the next three months, the District will have the option to do one of the following:

- (1) Continue to accommodate restrictions in the current TWA or MD assignment at the same site.
- (2) Continue to accommodate restrictions in the current TWA or MD assignment at a new site.
- (3) Discontinue the temporary work assignment, and provide TTD benefits to the employee while off work, providing the employee with complete rest in anticipation of a full and recovery.

If at six months a full duty release is not provided by the primary treating physician, then the TWA or MD shall be reviewed and possibly ended and the employee will remain off work until a full duty release is received, or the employee becomes Permanent and Stationary.

In the event that an employee's Temporary Work Assignment may be ended, the District is required to conduct an "interactive process" meeting with the employee to include the District's Director of Personnel and the District Claims Coordinator, if appropriate. The subject of discussion shall be the reasons for TWA/MD conclusion based on the Districts early return to work program, business needs and/or medical progression. The meeting shall be documented in writing and kept on file by the District.

## **Responsibilities**

### **A. District Claims Coordinator**

1. The District Claims Coordinator will also be responsible for having the employee sign the Temporary Work Agreement and provide a copy to the employee at the time that the temporary assignment is provided.
2. The District Claims Coordinator and District Director of Personnel shall work in conjunction to review TWA's and/or MD assignments and make recommendations to the department supervisor regarding extending, modifying or ending the TWA or MD in accordance with the needs of the department consistent with the employees medical restrictions.
3. The District Claims Coordinator shall be prepared to change the TWA or MD assignment as necessary based on medical restriction/limitation progress achieved by the employee, with CCCSIG assistance.

## B. Employee

1. Notify the District of an industrial injury or illness in accordance with workers' compensation regulations.
2. Report any injury or illness through the telephonic CCCSIG reporting tool: Company Nurse® claims intake process.
3. Seek appropriate medical treatment from the designated medical provider facility at the direction of the Company Nurse medical triage process. Immediately provide the District Claims Coordinator with any medical reports, directions or instructions from the primary treating physician that pertains to work restrictions and/or work limitations.
4. Accept a reasonable TWA or MD assignment within or outside of the employee's department and site, if offered. The TWA must be consistent with the limitations/restrictions recommended by the employee's primary treating physician. If an employee is assigned to a TWA outside of their department, a supervisor in the department providing the TWA shall temporarily supervise the employee.
5. Declining of an offer of a medically appropriate TWA or MD will result in the denial of Temporary Disability benefits requiring the employee to utilize sick leave benefits.

## C. CCCSIG

CCCSIG will assist the District Claims Coordinator in identifying appropriate TWA as the employee's restrictions change. CCCSIG will provide notification to the District Claims Coordinator just prior to three (3) months and six (6) months of the TWA or MD assignment for preparation and review of the current accommodation.