

Return to Work Policy

Rev. 5/22/1999

It is the purpose of this policy to provide guidelines for administering a modified duty program. This program is necessary to limit the amount of lost workdays an injured or ill employee may incur by providing meaningful work of a restricted or limited nature. The program objectives should prevent the unnecessary loss of work time for valuable employees and help maintain continuity of departmental operations to the maximum extent possible.

Definitions:

Restricted Duty

Duties assigned to an injured or industrially ill employee which enable the employee to retain his/her current status with some limited restrictions and with the company being able to make a reasonable accommodation of full duties.

Alternate Duty

Duties assigned to an injured or industrially ill employee which require the employee to transfer to another job position or department on a temporary basis.

Work Related

Any injury or illness which occurs while performing assigned job duties.

Responsibilities:

Injured Employee

1. Have any or all specific job-related restrictions approved by company designated physicians, as necessary.
2. Report all job-related restrictions to the Safety Director and your immediate Supervisor.
3. Keep both the Safety Director and immediate Supervisor informed of any change in job-related restrictions.
4. Adhere to all medical advice and directives as prescribed by your treating physician, nurse, or other medically qualified professional.
5. Question any medical directives which you may not understand.
6. Do NOT perform any activity which is not in accord with your job-related restrictions, both on and off the job.
7. Employees must be re-evaluated by a company designated physician within 30 days of their last examination to determine whether their modified duty status should be continued.

NOTE: Failure to adhere to any work-related restrictions may result in disciplinary action.

Supervisors

1. Insure all employees with job-related restrictions are adhering to their restrictions as noted on the modified duty form.
2. Assign employees with job-related restrictions to jobs which can accommodate their restrictions. If no jobs are available within your department, contact the Human Resources Department and/or the Safety Director to discuss options or arrange for departmental transfer.
3. Compile and maintain a list of departmental job duties that meet light duty requirements. List to be given to Human Resource/Safety Department.

Human Resources/ Safety Department

1. Arrange for temporary work assignment of modified duty employees where no work is available within the employee's regular department.
2. Contact all Company designated physicians and inform them of our modified duty policy. Provide periodic updates and any change of status relating to the modified duty program.
3. Schedule all employees re-evaluations as noted in the "Injured Employees Responsibilities" number seven.

Guidelines

1. Restricted duty employees will be compensated at their designated base rate for a period not to exceed 4 weeks for work-related injuries. For non-work related injuries, the employee will be compensated at the rate of pay, by contract, for the job he/she is performing. After 4 weeks, the Human Resources/Safety Department will determine the rate of pay for the job being performed. At no time will the rate of pay be less than labor rate per contract.
2. Alternate duty employees, with a work related injury, will be compensated at their designated base rate for a period not to exceed 4 weeks. For non-work related injury, the employee will be compensate at labor rate per contract. After 4 weeks, the Human Resources/ Safety Department will determine the rate of pay for the job being performed. At no time will the rate of pay be less than labor rate per contract.
3. Job availability for work related injuries will take precedence over non-work related injuries.
4. The company shall make every effort to bring people back to work as long as this person can not cause any harm to themselves, others, or company property.
5. A non-work related injured employee may continue on a modified duty job for a period 4 weeks. After this time, they may be placed on or returned to sick leave at the company's discretion.
6. Whether an employee should be continued on modified duty due to a work related injury or illness shall be at the discretion of the company.

7. NO alternate duty employee will be permitted to work overtime.
8. People on modified duty may be assigned to work on any shift at the discretion of the company.
9. Any person who is unable to report for work due to an injury or industrial illness must check in with the company at least once per week. This person shall contact the Human Resources/Safety Department to verify there has or has not been a change in their status as to coming back to work.

Non Work related injury/illness - Human Resources
Work related injury/illness - Safety Director

10. The company maintains the right to assign employees on modified duty to any job, within the plant, that will not exceed their restrictions and they are capable of doing.