

# Treasure Valley Community College

Code: GBEA-AR  
Adopted: 6/30/98  
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## Early Return to Work

**Note:** This policy is not designed as a substitute for reasonable accommodation under any applicable federal or state laws, such as Americans with Disabilities Act, The Rehabilitation Act of 1973 or other applicable laws.

To preserve the ability to meet College needs under changing conditions, the College reserves the right to revoke, change or supplement guidelines at any time with written notice. The policies and procedures in this return-to-work policy are not intended to be contractual commitments and they shall not be construed as such by our employees. This policy is not intended as a guarantee of continuity of benefits or rights. No permanent employment for any term is intended or can be implied by this policy.

### Objectives

The College has developed a return to work policy. Its purpose is to return injured workers back to active employment at the earliest date following their injury or illness with the College. The College wishes to speed recovery from injury or illness and reduce insurance costs. This policy applies to all College workers and will be followed whenever appropriate at the discretion of the College.

The College defines “transitional” work as temporary modified work assignments within the worker’s physical abilities, knowledge and skills. Where feasible, transitional positions will be made available to injured employees in order to minimize or eliminate time loss.

The physical requirements of transitional/temporary work will be provided to the workers attending physician. Transitional/Temporary positions are then developed with consideration of the worker’s physical abilities, the business needs of the College and the availability of transitional work at the time within the College.

*Throughout this process, the workers’ compensation carrier will work directly with the injured worker and the Director of Human Resources. Due to changing policies and rules, any changes to this college policy may occur at the request of the worker’s compensation carrier and without specific notice to the worker.*

### In Case of an On-the-Job Accident

If an employee has a work related injury and is missing time from work, the employee must contact the College’s Human Resources department for specific details regarding job time loss details.

The College will determine appropriate work hours, shifts, duration and locations of all work assignments. The College reserves the right to determine the availability, appropriateness and continuation of all transitional assignments and job offers regarding all College employees.

### Communication

It is the responsibility of the worker and/or supervisor to immediately notify the Human Resources Department of any changes concerning a transitional/temporary work assignment human resources will then communicate with our insurance carrier and attending physician as is applicable and make adjustments as is necessary.

### **Employee Responsibilities**

1. Worker's Physical Condition
  - a. If professional medical treatment is sought, the worker should inform the attending physician that the College has a return to work policy program with light duty/modified assignments potentially available, however this is not provided automatically.
  - b. The worker should obtain a Return to Work Information Form and completed Job Description (if available) from Human Resources office. This should be provided to the treating physician and should be returned to Human Resources following the initial medical treatment.
  
2. Worker Return to Work
  - a. If the attending physician releases the worker to return to work, as evidenced by completion of a Return to Work Information Form and Job Description, the form(s) must be returned to the Human Resources Department within 24 hours of the doctor's appointment for assignment of light duty/modified work. The worker must report for work at the designated time. The worker cannot return to work without a release form from the attending physician.
  - b. If the injured worker returns to a transitional/temporary job, then the injured worker must make sure that they do not go beyond either the duties of the job or their attending physician's specific restrictions. If the worker's restrictions change at any time, the worker must notify their appropriate supervisor at once and give their supervisor a copy of the new medical release form from their attending physician.
  
3. Worker Unable to Return to Work
  - a. If the injured worker is unable to report for any kind of work, then the worker must call in and speak with Human Resources at least weekly to report and update their specific medical status.
  - b. While off work, it is the responsibility of the worker to supply Human Resources with a current telephone number (listed or unlisted) and an address where the worker can be reached at all times.
  - c. The worker will also notify Human Resources within 24 hours of all changes in any related medical condition(s).

### **Employer Responsibilities**

4. Job Offer Letter
  - a. Upon receipt of a signed temporary/transitional Job Description from the injured workers attending physician, a written Job Offer Letter will be prepared by the College. It will be mailed by both regular and certified mail to the worker's last known address or presented to the worker in person by the Human Resources Department.

- b. The letter will note the doctor's approval and will explain: the job duties, report date, wage, hours, and report time duration of transitional work assignment, phone number and location of the transitional assignment.
- c. The injured worker will be asked to sign the bottom of the Job Offer Letter indicating acceptance or refusal of the offered work assignment by the College.
- d. Copies of the Job Description, Work Releases, and Job Offer Letters will be forwarded to the insurance carrier by the College.

5. Supervisor

- a. The employee's specific supervisor will monitor the worker's performance to ensure the worker does not exceed the worker's restrictions, if any, as indicated by the attending physician.
- b. The supervisor will also monitor the worker's recovery progress through regular contact to assess when and how often duties may be changed. The supervisor will assess the College's ability to adjust work assignments upon receipt of changes in physical capacities and will confer with the College Human Resources Department.