

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 **RTW** 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 *Site Supervisor* cannot modify the *employee's* regular job duties (based on the *Physician's* work restrictions) or accommodate the *Employee* in a Bridge Assignment, the *District Claims Coordinator* will determine if another District School Site can accommodate the *Employee* in either of these temporary work categories.
 - A **Pre-Designated Temporary Work Assignment** will be provided the injured *Employee* during this determination process
- If a **Modified Work Assignment** or a **Bridge Assignment** has been designated, the *District Claims Coordinator* will review the work assignment and the **Return to Work Agreement** with the *Employee* and provide Site Supervisor with assignment documentation and **Return to 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* or District can no longer provide for a temporary work assignment.
- Throughout this time period, *CCCSIG's* Registered Nurse updates the *District Claims Coordinator* with **Employee Return to Work Progress Reports** at 90 and 180 days of **Modified Duty Work Assignment** or **Temporary Work Assignment** with the following options for District consideration:
 - Continue to accommodate restrictions in the **Modified Duty Work Assignment** or the **Temporary Work Assignment** at the same site
 - Continue to accommodate restrictions in the **Modified Duty work Assignment** or the **Temporary Work Assignment** at a new site
 - Discontinue the temporary assignment, allowing the injured 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.

Each District should establish a timeframe for injured *Employees* to receive a **Temporary Assignment** (90 – 120 – 180 days).

**formerly identified as a "Bridge Assignment"*