



RETURN TO WORK GUIDELINES FOR INDUSTRIAL INJURY OR ILLNESS

I. Objective

Provide permanent full-time and permanent part-time employees with temporary work accommodations following a workers' compensation injury or illness.

CCCSIG will work with the District to identify and assist in offering a Temporary Work Assignment (TWA) or Modified Duty (MD) Assignment as soon as medically appropriate.

Participation in the Early Return to Work program will assist in decreasing Temporary Disability and Education Code costs for lost time injuries.

II. Scope

- Covered employees must have a workers' compensation claim with valid work restrictions provided by their primary treating physician. Restrictions from the primary treating physician must be in writing and signed by the physician.
- Temporary Work Assignments or Modified Duty Assignments 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.
- Employees performing in a Temporary Work Assignment or Modified Duty Assignment will continue to receive their regular pay and benefits provided they continue to work the same number of hours per week as they did prior to their workers' compensation injury date. When fewer hours are worked, CCCSIG will issue a wage loss voucher to the District. – i.e. working 4 hours per day instead of 8hours.
- Volunteer and substitute employees are not covered by this Return to Work policy and are not eligible to receive any wage loss benefits if injured.

III. General Background

A **Temporary Work Assignment** (TWA) is a *temporary* assignment provided to a temporarily disabled employee resulting from a workers' compensation injury or illness. A TWA may be less than the employee's regular full time or part time work, but no less than 4 hours per day.

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

A District shall, whenever feasible:

- Select a TWA from the county-wide list of "pre-designated" assignments based on the employees initial work restrictions.



The pre-designated assignment serves as short term (few weeks) assignment until work restrictions change.

- Provide to the employee for signature a **Temporary Work Agreement** documenting the TWA title, TWA start date and TWA site.

If at three (3) months a full duty work release is not provided by the primary treating physician, then the TWA or MD shall be reviewed for termination and the employee will remain off work until a full duty work release is received.

Any termination of an employee’s TWA or MD while they are on workers’ compensation should be preceded by an interactive and/or formal review with the employee. The meeting shall be documented in writing and kept on file by the District.

After three (3) months of a TWA or MD, CCCSIG will contact the primary treating physician to determine if a full duty release is foreseeable by the sixth month following the date of injury. CCCSIG will also share that medical information with the district and the following options:

- Continue to accommodate work restrictions in the current TWA or MD assignment at the same site.
- Continue to accommodate work restrictions in the current TWA or MD assignment at a different site.
- Remove employee from ERTW program to fully recover from the effects of the injury.

Temporary Work Assignments and Modified Duty accommodations should be considered for a cumulative **maximum** of no more than six (6) months per injury.

IV. Responsibilities

District Claims Coordinator

- The District Claims Coordinator will be responsible for having the employee sign the Temporary Work Agreement and provide a copy to the employee.
- The District Claims Coordinator and District Director of Personnel (may vary by District) shall work in conjunction to review TWA’s and/or MD assignments and make recommendations to the employee’s supervisor regarding extending, modifying or terminating the TWA or MD Assignment in accordance with the operational and financial needs of the department consistent with the employees medical restrictions.
- The District Claims Coordinator shall be prepared to change the TWA or MD assignment as necessary based on medical restrictions provided by the primary treating physician.



Employee

- Notify the District of an industrial injury or illness in accordance with workers' compensation regulations.
- Report any injury or illness through the telephonic CCCSIG reporting tool: Company Nurse® claims intake process.
- Seek appropriate medical treatment from the designated medical facility at the direction of the Company Nurse ® contact. 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.
- Accept a reasonable TWA or MD assignment within or outside of the employee's department & 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 supervise the employee.

Refusal 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.

CCCSIG

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