

Lebanon Community Schools

Code: GCBDB/GDBDB-AR
Revised/Reviewed: 2/4/02, 5/19/11
Orig. Codes(s): GCBDB/GDBDB-AR

Employee Managed Return To Work

The following procedures have been established to implement the district's Employee Managed Return-To-Work Program:

1. Upon notification of a work-related injury involving medical services and/or time loss from work the supervisor will assist the employee in completing a Report of Occupational Injury or Disease (Form 801) and submit it to the business office. For work related injuries the employee should contact the District Nurse prior to going to the Doctor if possible. It will then be forwarded to the district's Workers Compensation Insurance carrier as soon as possible but no later than five days from the date of the district's knowledge of the filing of a workers' compensation claim.
2. In the case of a work-related or non work-related injury the injured employee should take a Physician's Return to Work Recommendations Record form to the first physician visit in case the physician directs work limitations. When completed and returned, the original is to be sent immediately to the Human Resources office. This form is to be taken and returned by the employee on each subsequent physician visit until released to regular work or restrictions are declared permanent. The district may require the employee to go to a physician designated by the District. In this case, any cost will be paid by the district.
3. An employee with physician directed work restrictions is not to return to work until approved for return by the superintendent or designee. Based on written information from the physician, the superintendent or designee, in conjunction with the supervisor, will determine whether the employee will be allowed to return under the restrictions, be reassigned to another position, or be allowed to use applicable paid or nonpaid leave.
4. If a disability exists, any and all accommodations will be determined solely at the discretion of the district and may be discontinued at any time.
5. At any time the district may request that a physician submit a Physician's Return-To-Work Recommendation form or review and approve a Job Analysis including a current job description. Should an employee refuse to accept or fail to report to an offered position, the employee's worker's compensation benefits may be affected and the employee may be subject to disciplinary action for failure to perform assigned duties, up to and including dismissal.
6. In situations where physical limitations exist, the supervisor will meet with the employee prior to return to work to review the limitations, any reasonable accommodations provided, and/or the Job Analysis and position description of the reassigned position. The employee will be directed to perform only within the most recent work limitations designated by the physician.
7. As determined by the superintendent or designee, the Human Resources office may contact the physician on a periodic basis to determine whether restrictions may be decreased, changed or discontinued.
8. Reassignment to a different position on a temporary or regular basis will not necessarily be at the same rate of pay, hours or days as prior to the restrictions, as determined by the district.

9. Once an employee is unable to perform the essential functions of his or her position, there is no guarantee of reinstatement or continuance in the position, reassignment or another position, or continued employment.