

CHAPTER: PERSONNEL
TITLE: RETURN-TO-WORK PROGRAM

The Calhoun County Board of Education is committed to providing a safe and healthy workplace for our employees. Preventing injuries and illnesses is our primary objective.

If an employee is injured, the Calhoun County Board of Education will return an injured employee to modified work as soon after an injury as possible. This will be done, whenever possible, by temporarily modifying the employee's job. An employee's pay will not be affected by the temporary change in their work assignment. The employee's medical condition along with any limitations or restrictions given by the attending physician will be considered as a priority when making the temporary modification to the employee's position.

PURPOSE

This program is intended to provide our employees with an opportunity to continue as valuable members of our team while recovering from a work related injury. We want to minimize any adverse effects of an on-the-job injury to any of our employees and return the injured employee to their original job. This program is intended to benefit an injured employee by promoting a speedy recovery while keeping their work patterns and income consistent. The board shares in the benefits by having our employees retain work skills thus contributing to the overall productivity of our system.

SCOPE

This program applies to all employees of the Calhoun County Board of Education.

RESPONSIBILITIES

Calhoun County Board of Education

1. All injuries and the duration of the disability will be handled by the return to work coordinator, appointed by the superintendent.
2. The coordinator will act as a liaison between, the injured worker, the attending physician, and West Virginia Workers' Compensation Division.
3. The coordinator will make sure that all paperwork and forms have been properly handled and submitted to the appropriate parties.
4. The coordinator will monitor the modified work schedule and gather any additional information that may be needed to properly handle the return to work efforts.

All supervisors

In the event of an injury, the supervisor will make sure that the injured employee receives first aid, or if necessary, proper medical treatment. If possible, the supervisor will accompany the employee to the treating physician or medical clinic. The attending physician shall be notified on the first visit that the Calhoun County Board of Education has a return-to-work program and that modified work may be provided. The supervisor will work closely with the Return to Work Coordinator to coordinate the return to work efforts. The supervisor will make sure that the injured employee receives necessary assistance from co-workers and that the employee does *NOT* work outside their restrictions. Monitoring for transition into full duty work will be the responsibility of the supervisor.

Employees

If an injury occurs on the job, the employee is required to report the injury to their supervisor immediately. If available, the supervisor will accompany the employee to the medical clinic. Together with the physician, the employee's physical restrictions and limitations shall be discussed. If able, employees are expected to return to the worksite the very SAME day to report the physician's findings and to discuss alternative work. This will enable all parties to be kept abreast of the employee's condition.

Once an employee has returned to work, it is their responsibility to work within the physical limitations that the physician has specified. The employee shall perform only those duties that are assigned to them. An employee shall immediately notify their supervisor of any difficulty in performing the duties. The employee must also notify their supervisor in advance of any medical appointments. The employee shall keep their supervisor informed of the recovery process and their ability to perform modified work.

ADOPTION DATE: 04/15/03