

## Return-To-Work Policy Statement

An effective workers' compensation program includes many parts, all of which are important. This policy addresses Westmoreland County Public Schools deliberate, organized effort to return injured employees to productive employment as early as possible, compatible with physical restrictions and good medical practices.

A strong return to work effort yields several benefits including:

- acceleration of the injured employee's recovery;
- maintenance of an experienced workforce;
- reductions in claims cost; and
- improved employee relations.

Our first responsibility is the prevention of occupational injury and illness. Despite our best efforts, injuries and illnesses do sometimes occur. It then becomes our responsibility to mitigate the impact of the injury or illness on both the employee and the locality. Westmoreland County Public Schools is committed to providing transitional work, on a temporary basis.

By transitional work, we mean:

- Appropriate work to allow the resolution of the injury and to prevent re-injury.
- Modification of the job according to the medical limitations.
- Setting a positive atmosphere and letting employees ease back into a routine by adjusting work expectations/encouraging employees to adhere to therapy schedules, and explaining the need for transitional work to the employee's co-workers to reduce peer resentment.
- A meaningful job. (Make-work projects are of little or no value.)
- Work assignments that are temporary. Temporary transitional work assignments will be reviewed every 5 days.

### Procedure

1. Westmoreland County Public Schools shall receive a workers' compensation follow-up form which identifies specific employee restrictions.
2. Westmoreland County Public Schools shall review these physical restrictions and plan tasks for the employee on a temporary transitional assignment.
3. For employees who are out on temporary disability, a certified letter will be sent notifying the employee of a temporary transitional work form.
4. The employer and employee will meet to discuss the temporary transitional work assignment and complete a temporary transitional work form.
5. The medical provider will notify the employer of any changes in the injured worker's physical restrictions.
6. The employer will re-evaluate all temporary work assignments every 5 days.