



<b>Return to Work Policy (After Work-Related Injury)</b>		<i>Department:</i> <b>Human Resources/EH&amp;S</b>	
		<i>APP No.</i>	
<i>Department Vice President:</i> <b>Vice President for Finance &amp; Administration/CFO</b>	<i>Revised:</i>	<i>Original Effective Date:</i>	<b>Page 1</b>
<i>Subject:</i> The Linfield University Return to Work Policy defines the processes and responsibilities for returning to work after a work-related injury.		<i>Applicable Divisions:</i> <b>All</b>	

## **PURPOSE**

The purpose of this policy is to return employees to employment at the earliest date following any injury or illness. This policy applies to all employees (faculty, staff, and student employees) and will be followed as appropriate.

Linfield University defines “transitional” work as temporary modified work assignments within the employee’s physical abilities, knowledge, and skills.

Where feasible, transitional positions will be made available to injured employees in order to minimize or eliminate time loss.

The physical requirements of transitional/temporary work will be provided by the attending physician. Transitional/temporary positions will be developed with consideration of the worker’s physical abilities, the business needs of Linfield University, and the availability of transitional work.

## **POLICY**

### **On-the-Job Accident/Injury**

In the case of a work-related injury and requiring missing time from work, contact Environmental Health and Safety and/or the Office of Human Resources for details regarding time loss.

### **Transitional Temporary Work Assignment**

Linfield University will determine the appropriate work hours, shifts, duration, and locations of all work assignments. Linfield University reserves the right to determine the availability, appropriateness, and continuation of all transitional assignments and job offers.

### **Communication**

It is the responsibility of the worker and/or supervisor to immediately notify Environmental Health and Safety (EH&S) and/or the Office of Human Resources (HR) of any changes concerning a

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transitional/temporary work assignment. EH&S and/or HR will then communicate with the insurance carrier and attending physician as appropriate.

### **Employee Responsibilities in a Work-Related Injury**

#### **Accident Reporting**

- An accident is any unplanned event that disrupts normal work activities and may or may not result in injury or property damage. All work-related accidents, injuries, and near misses must be reported immediately to Environmental Health and Safety via the [Incident Reporting Form](#) found on the EH&S website.
- If an accident occurs, but does not require professional medical treatment, the supervisor and/or EH&S should immediately be informed so that an accident analysis can be completed. If first-aid treatment is needed, it should be sought on-site.
- If an accident occurs which requires professional medical treatment, the employee should follow the emergency response plan. The employee must fill out the Incident Reporting Form and the Workers' Compensation [801 Form](#) (provide to your health care provider) as soon as possible. EH&S must be informed by phone or email by the employee when the forms have been completed.

#### **Employee's Physical Condition**

- If professional medical treatment is sought, the employee should inform the attending physician that Linfield University has a return-to-work program with light duty/modified assignments available.
- The employee should obtain a [Release to Return-to-Work form](#) and their current **Job Description** from the Office of Human Resources and/or Environmental Health and Safety. These should be provided to the treating physician and should be returned to HR and EH&S following the initial medical treatment.

#### **Employee Able to Return to Work**

- If the attending physician releases the employee to return to work, as evidenced by completion of a **Release to Return-to-Work and Job Description Forms**, the form(s) must be returned to HR and/or EH&S within 24 hours for assignment of light duty/modified work. The employee must report for work at the designated time.
- The employee cannot return to work without a release from the attending physician.
- If the employee returns to a transitional/temporary job, the employee must make sure that they do not go beyond either the duties of the job or the physician's restrictions. If the employee's restrictions change at any time, they must notify their supervisor at once and provide the supervisor and HR a copy of the new medical release.

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### Employer Responsibilities in a Work-Related Injury

#### Accident Reporting

- The supervisor and/or EH&S Director will conduct an accident analysis on all accidents, regardless of whether an injury occurs.
- When an accident occurs which results in an injury requiring **professional medical treatment**, HR and/or EH&S will forward a completed workers' compensation **801 form** to the insurance carrier or complete the electronic 801 form to University Insurance company within five (5) calendar days of knowledge of the injury or illness.
- Other information will be forwarded as soon as developed, including:
  - Name of employees attending physician
  - Completed **Release to Return-to-Work Form** from attending physician and medical documentation, if appropriate
  - Completed transitional/modified or regular **Job Description**
  - **Job Offer letter** and responses
- The supervisor will notify the insurance carrier of any changes in the worker's medical or work status as soon as possible.

#### Medical Treatment and Temporary/Transitional Duty Physical Conditions

- A **Release to Return-to-Work form** and a completed **Job Description form** (if available) will be provided to the employee to take to the attending physician for completion and/or approval.
- At the time of first medical treatment the **Release to Return-to-Work form** must be completed and returned to the Office of Human Resources. If one is not, the Office of Human Resources will request the form from the attending physician.
- The completed **Release to Return-to-Work form** will be reviewed by the Office of Human Resources and a temporary/transitional **Job Description form** will be prepared from the information obtained from the attending physician for review and approval.

#### Job Offer Letter

- Upon receipt of a signed temporary/transitional **Job Description form** from the attending physician, a written **Job Offer letter**, also known as a "Bona fide Job Offer" will be prepared by the Office of Human Resources. It will be mailed by both regular and certified mail to the employee's last known address or presented to the employee.
- The letter will note the doctor's approval and explain the job duties, report date, wage, hours, duration of transitional work assignment, phone number, and location of the transitional assignment.
- The employee will be asked to sign the bottom of the **Job Offer letter** indicating acceptance or refusal of the offered work assignment.
- Copies of the **Job Description, Work Releases, and Job Offer letters** will be forwarded to the insurance carrier.

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- At any time, the University may elect to change the working shift of any employee based on the business needs of the University.

### **Supervisor**

- The supervisor will monitor the employee's performance to ensure the employee does not exceed the employee's physician release.
- The supervisor will monitor the employee's recovery progress through regular contact to assess when and how often duties may be changed. The supervisor will assess the university's ability to adjust work assignments upon receipt of changes in physical capacities from the physician.

### **Employee Acknowledgment**

- The return-to-work policy and procedures have been explained to the employee.
- The employee has read and fully understands all procedures and responsibilities.
- The employee agrees to observe and follow the procedures.
- The employee has received a copy of the Return-to-Work policy.
- The employee understands that failure to follow the procedures may affect their re-employment and reinstatement rights.

### **Disclaimer**

This document is not designed as a substitute for reasonable accommodation under any applicable federal or state laws, such as Americans with Disabilities Act, The Rehabilitation Act of 1973, or other applicable laws.

To preserve the ability to meet University needs under changing conditions, Linfield University reserves the right to revoke, change, or supplement guidelines at any time with written notice. The policies and procedures in this return-to-work program are not intended to be contractual commitments and they shall not be construed as such by our employees. This policy is not intended as a guarantee of continuity of benefits or rights. No permanent employment for any term is intended or can be implied by this policy.

Date Issued: 11-18-2020

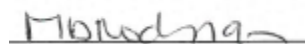
Date Last Revised:

Responsible Executive:

Vice President for Finance and Administration

Responsible Office:

Human Resources/Environmental Health & Safety



Date: 11-18-2020

Vice President for Finance and Administration/CFO

This policy is effective immediately and supersedes all previous editions.