

APPENDIX D: LIGHT DUTY/ RETURN TO WORK PROGRAM

Alternate (Light) Duty

It is in the best interests of the Village and its employees to have employees who have been injured or ill return to work as soon as they are physically able to do so. Therefore, following the occurrence of either an injury or illness (whether on or off the job), an employee who is determined to be capable of working at some level and capacity other than their normal capacity may be assigned such work and conditions as may be beneficial to the Village and paid their regular rate of compensation for that work. Each alternative duty case will be handled on an individual basis with necessary consultation and/or documentation from a physician. The Department Head and Village Manager should concur with any alternative duty determinations, assignment, and duration.

Modified Duty Return-to-Work Program

A Modified Duty Return-To-Work practice to support our worker's compensation program in an effort to conserve the human and financial resources of the Village. The primary goal is the prevention of work-related injuries. However, when injuries do occur, a return-to-work program is the fastest means available to return employees at or near the level of wages, which they were paid at the time of the injury.

We will work with the medical community and our insurance company to provide an injured employee with work that meets their medical restrictions, if such a job is available. In addition, since modified duty jobs are temporary in nature, each return-to-work case will be reexamined on a daily, weekly, or monthly basis, depending on the circumstances. While we hope to not have any on-duty injuries, we will work with injured employees to speed their recovery and bring them back to full capacity.

A Guide to Employee Responsibilities under the Village's Return-to-Work Program

- Immediately report all injuries to the Department Head.
- Employees seeking medical attention must tell the treating physician about the Modified Duty/Return-To-Work Program. Cooperate with the treating physician by providing the information necessary to help determine how and when you can return to the job safely.
- Unless otherwise directed, you are expected to return to work with any medical restrictions on the same day as the accident or if time prohibits, the following day. If there is a question, contact the Department Head.
- You must be aware of your medical restrictions at all times.
- Do not attempt tasks that exceed your restrictions. If you have a question about the task(s) at hand and your restrictions, talk to your Department Head immediately.
- If you feel that you can perform certain tasks that exceed current restrictions, talk to your physician and get new restrictions (in writing) that allow you to perform these tasks.
- The medical restrictions are in effect 24 hours per day. Be careful during non-work hours to be sure that the restrictions are maintained. If you have hobbies or outside interests, talk to the treating physician about possible conflicts. Follow your physician's instructions.
- Any employee who engages in activities that are inconsistent with medical restrictions and/or treatment patterns, whether on or off the job, is subject to possible disciplinary action.

A Guide to Employer Responsibilities under the Village's Return-to-Work Program

- Department Heads are responsible for reporting all injuries immediately to the Director of Finance & Administration and Village Manager.
- The necessary reports will be provided by the Village and their insurance carrier.