

**Policy Title**

Managed Return-To-Work and Modified Duty  
For Work-Related Injury/Illness

**Control Number**  
HR002

**Policy Date**  
05/01/2015

**Revision Date**  
new

**Purpose**

To establish guidelines for managed return-to-work and modified duty for employees who sustain compensable work-related injuries or illnesses

**Scope**

All Scotland County Employees

**Policy Statement**

In the event of a work-related injury or illness, the County is committed to returning our employee to work, providing medical care, and managing costs associated with the event.

The County requires managed return to work or modified duty for employees who suffer a work-related injury or illness. Managed return to work duty serves to:

- Support employees in their recovery by providing modified, temporary and/or transitional work assignments
- Minimize absenteeism and operational impact on both the employees and the County
- Return the employees to his or her regular job assignment as soon as safely possible

**Responsibilities****Employee**

The Affected Employee is expected to engage in the process of managing the injury/illness event and return to full duty status by the following activities:

- Attend all authorized medical appointments and report back to Appropriate Supervisor the status/result of the appointment
- Follow the prescribed course of treatment as outlined by the Authorized Medical Provider
- Adhere to all physical restrictions imposed by the Authorized Medical Provider
- Return all necessary documentation to Appropriate Supervisor
- Work within designated modified, temporary and/or transitional work assignments
- Cooperate with Authorized Medical Provider, Claims Management, Supervision, Human Resources and Risk Management

**Management**

Supervisors/Managers and Department Heads are required to actively pursue options to safely and quickly return the Affected Employee to work. These activities include, but not limited to:

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- Maintaining open communication between the Affected Employee, Human Resources and Risk Management
- Reporting, promptly, any changes to the Affected Employee's medical situation or work assignment
- Identifying job tasks which allows for modified, temporary, and /or transitional work assignments
- Submitting job descriptions for review by the Authorized Medical Provider and/or Claims Management as needed
- Ensuring the Affected Employee does not return to full duty work without proper documentation from the Authorized Medical Provider

**Risk Management/Human Resources**

Risk Management and/or Human Resources serve as coordinators of the managed return to work and modified duty program responsible to:


- Report the work-related injury or illness to Claims Management to initiate potential Worker's Compensation Coverage
- Ensure the Affected Employee receives appropriate, authorized initial treatment and evaluation of the work-related injury or illness
- Maintain communication with Management and assist with any necessary modified, temporary, and/or transitional work assignments
- Provide wage/salary information as required for Claims Management
- Maintain communication with Claims Management for resolution of the event
- Ensure proper documentation for return to work and release to full duty status is obtained from the Authorized Medical Provider

**General Statements**

Any information disclosed during the process of managing the return to work status or modified duty status of the Affected Employee will be treated confidentially. Only relevant and necessary information will be released on a need to know type basis.

If the County is unable to identify a work assignment appropriate for the physical limitations imposed on the Affected Employee that employee will not be allowed to return to work. The Affected Employee would be placed on leave under the Workers' Compensation Policy.

Affected Employees on work assignment in another unit/department are subject to the same work rules and regulations of that unit/department.

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### Termination of Assignment

The modified, temporary and/or transitional assignment of the Affected Employee will end when any of the following occur:

- Affected Employee is released to full duty.
- Workers' Compensation Claim is closed.
- Affected Employee accepts another position.
- Affected Employee reaches maximum medical improvement.

### Special Note

This policy supersedes the "*Transitional Duty Policy*" which originated on June 2, 2008 and was revised on August 28, 2014.