

TWIN CITIES INTERNATIONAL ELEMENTARY SCHOOL

POLICY REGARDING RETURN-TO-WORK

Twin Cities International Elementary School supports the practice of returning injured employees to work, as soon as medically possible, to a position within our organization compatible with the employee's restrictions. This program is being instituted with the cooperation of our Workers' Compensation carrier.

The prompt return of an injured employee to a position within his/her medical restrictions will: regain the employee's sense of job security, retain the employee's self-esteem, and help to re-establish the employee's pre-injury lifestyle while also helping to control our overall Workers' Compensation costs.

We believe this practice serves the best interests of both the injured employee and Twin Cities International Elementary School.

All injuries, no matter how minor, should be reported to the director immediately. The director will report the injury to the claim coordinator within 24 hours, and will assist you with transportation to our primary medical provider, **Health Partners Riverside**. Prompt medical attention can more likely be assured through the use of this clinic.

Our claim coordinator is the Human Resources Generalist. Any questions concerning your Workers' Compensation claim should be directed to this individual.

The injured employee's current position can be modified to fit medical restrictions. If this is not possible, a temporary light-duty position will be made available. Examples of these alternate-duty positions are:

- a) Part-time employment (for example, 2, 4, or 6 hours a day).
- b) The creation of a temporary job to meet the employee's work restrictions.
- c) Job modification or redesign to meet the employee's work restrictions.
- d) Designated existing jobs with reduced physical requirements.
- e) Many alternated job tasks to accommodate the injured employee.
- f) A different job within the company, even if at a lower wage.

This policy will be reviewed as part of Twin Cities International Elementary School's normal review cycle.

Signed



(Board Chair)