

Adopted:
Reviewed: May 2020

Twin Cities International Schools RETURN TO WORK POLICY (494)

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY

Twin Cities International Elementary School supports the practice of returning injured employees to work, as soon as medically possible, to position within our organization compatible with the employee's restrictions. This program is being instituted with the cooperation of our Worker's 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, retrain the employee's self-esteem, and help to re-establish the employee's pre-injury lifestyle also helping to control our overall Workers' Compensation costs.

We believe this practice serves the best interest 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 that 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 Resource 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 alternative-duty positions include:

- Part-time employment (for example, 2, 4, or 6 hours a day)
- The creation of a temporary job to meet the employee's work restrictions
- Job modification or redesign to meet the employee's work restrictions
- Designated existing jobs with reduced physical requirements
- Many alternated jobs with reduced physical requirements
- 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.