

Early Return to Work Procedures

1. Initial Communication Following On-the Job Injury/Illness Incident

- a. The injured or ill employee must file a claim report with his/her supervisor immediately after the injury or illness incident, unless good cause can be shown for failure to do so.
- b. An injured or ill employee shall contact his/her supervisor if the employee is to be absent or late because of an injury or illness. Contact should be made on the day of the injury or illness, but no later than 15 minutes after the employee's scheduled starting time on the next scheduled work day after the injury.
- c. The injured or ill employee shall provide information on the nature of the injury or illness, the estimated length of absence, the name and address of the treating physician, if any. The supervisor shall forward all information about an on-the-job injury to the Director of Human Resources.

2. Communication While Off Work

- a. An injured or ill employee who is absent for more than one week must advise the Director of Human Resources of his/her condition not less than once a week, unless otherwise excused.
- b. An injured or ill employee who does not so advise the Director of Human Resources each week as required may be subject to disciplinary action, which may include suspension and/or termination.
- c. An injured or ill employee shall inform the Director of Human Resources of any change in address or telephone number within five calendar days of the change.

3. Injured Worker's Re-employment Rights

To exercise his/her rights under Oregon Revised Statutes, an injured or ill employee must:

- a. Furnish the Director of Human Resources with physician's certificate which approves the employee's return to work. This certificate shall indicate the date(s) of medical care, a description of the kind of illness or injury, as well as a statement which approves the employee's return to work. If the certificate provides that the employee may not return to his/her former job and may only return for limited work, the certificate must explain the limitation(s) and describe the type(s) of work the employee may safely perform;
- b. Make a demand for a job. The demand must be made in writing to the Director of Human Resources. The demand must be made immediately upon the physician's release for return to work, but no later than the day which would have been the second regular work day after the date specified on the physician's certificate for the employee's return to work;
- c. When an employee who was not able to perform his/her former job and who has accepted another suitable job, recovers to the point that he/she is able to perform the duties of the former

job, the employee may make a demand for the former job in accordance with section III. B. above;

- d. An employee's failure to make a demand in accordance with the above provisions shall terminate his/her rights to reinstatement/re-employment under Oregon Revised Statutes. The employee's failure to report to work on the date and time stated may result in termination of the employee's rights under Oregon Revised Statutes, and the employee's failure to report to work for three consecutive work shifts of work days without an acceptable excuse may be considered that employee's voluntary resignation.

Supervisors will make reasonable accommodations to injured workers released to work with limitations, including modifying the injured worker's job and reducing work hours, if appropriate.

If the same or similar job is not available at the time the injured employee makes a demand for a job, the employer will place the injured employee in another productive job, if appropriate, on a temporary basis within the limitations outlined by the physician until the employee recovers to a point where he/she may return to the former or suitable job when available.

4. Communication to the Injured/Ill Employee upon Return to Work

- a. The supervisor shall make certain that the injured/ill employee who is returning to work has an opportunity to understand the limitations, if any, related to his/her work.
- b. The supervisor shall give the employee a statement of any limitations. The employee shall acknowledge that he/she has been given an opportunity to review the statement by signing a copy of the statement. The signed copy shall be placed in the employee's personnel file.
- c. The supervisor shall instruct the employee not to exceed the limitations.

5. Transportation of an Employee Injured or Ill on the Job

- a. When a supervisor learns that an employee is unfit to continue to work because of the employee sustained an on-the-job injury or illness that day, the supervisor shall determine whether the employee is able to drive his/her vehicle or to otherwise travel unassisted.
- b. If it is the supervisors position that the employee is not able to drive or travel unassisted, the supervisor shall offer to make alternative travel arrangements consistent with the condition and safety of the employee at the district's expense. If it is the supervisor's opinion that, because of the employee's condition, the employee is not able to understand the offer of such alternative travel arrangements, then the supervisor shall proceed with such travel arrangements without the employee's approval at the district's expense.
- c. In all other circumstances it is the injured or ill employee's responsibility to provide and pay for his/her transportation.