



★ Inspire ★ Challenge ★ Empower

**Employee Injury
Return to Work Program**

Table of Contents

The Return to Work Program Overview	3
Return to Work Program Objective	3
Return to Work Program Reporting Procedures	5
Temporary Transitional Work Assignments (TTWA) Guidelines.....	6
Return to Work Program Roles and Responsibilities.....	7
Return to Work: Provider Letter Explaining TTWA Availability	8
Return to Work Release/Physical Capabilities Form	9
Transitional Duty/Work Assignment Notification.....	11

The Return to Work Program Overview

Middleton-Cross Plains Area School District believes that the best approach to controlling incidents and costs is to keep work related injuries and illnesses from occurring. The District is committed to utilizing our resources to provide a safe work environment for everyone. Our employees are our greatest assets and we are committed to providing prompt, high-quality medical care and returning injured workers to ***productive employment as soon as medically possible***.

The District has developed a procedure/process designed to help employees who are injured at work to receive prompt medical attention and recovery assistance. It includes a team effort to return injured employees to ***compassionate, productive work***. This team includes the injured employee, the employee's supervisor, the treating health provider, Liberty Mutual Insurance Company and designated District staff.

When incidents do occur, it is in everyone's best interest that injuries are properly managed. The District will make every effort to provide a modified transitional work position until the employee is able to resume normal duties. All of our modified work is temporary and intended to facilitate a return to regular work duties when medically feasible. These positions may be offered at any location or any department or shift.

Return to Work Program Objective & Responsibilities

All employees of the District are expected to fully participate in all components of the District's Return to Work program. Any questions, comments or concerns about this program or related procedures can be directed to Tabatha Gundrum, Director of Employee Services.

For our District's restricted duty program to be successful, everyone must understand their responsibilities and will need to fully support the program.

Principal/ Supervisor Responsibilities

- Arrange for first aid and prompt medical attention for injured employees at his/her site/school.
- Investigate on-the-job incidents and complete and file necessary reports and determine corrective action.
- Help the employee's treating healthcare professional and the Director of Employee Services with determining work availability and/or modifications needed for temporary modified duty work.
- Prepare for an injured employee's work modifications by helping to identify jobs and tasks available.
- Regularly monitor the progress of injured employees during recovery period.
- Notify/update Internal Claims Coordinator regarding injured employee's attendance

Employee Responsibilities

- Report all injuries, illnesses and incidents immediately to his/her supervisor.
- Any missed work time as a result of a work related injury/accident should be reported to the Internal Claims Coordinator as it occurs.
- Cooperate with the District's worker's compensation carrier claims staff, rehabilitation or specialists and treating providers regarding appropriate medical treatment and recovery progress.

- Be available for any transitional duty job assignment appropriate for your abilities during recovery.
- Maintain contact with your supervisor regarding progress towards full recovery.
- Upon returning to work, provide the Director of Employee Services with his/her medical provider's medical release and any information regarding medical restrictions.
- Comply with all work restrictions during his/her recovery process.

Internal Claims Coordinator Responsibilities (Lori Krug in Employee Services)

- Provide the injured employee's attending physician or medical provider with the return to work program packet in the event the employee is unable to do so.
- Serve as liaison between the injured employee and workers compensation carrier

Director of Employee Services (Tabatha Gundrum)

- Facilitate the programs by helping the injured employee understand their role and function within our restricted duty plan and how each will be expected to perform when needed.
- Communicate with principals and supervisors on a periodic basis to identify potential temporary duty/task opportunities
- Work with all building administrators and supervisors to find a suitable temporary assignment for injured employees within their recovering functional capabilities and limitations.

Return to Work Program Reporting Procedures

Report all injuries/accidents – Contact Lori Krug in Employee Services at 608-829-9044.

All injuries must be reported to the Employees Services Department as soon as possible following first notification of the incident. The EMPLOYEE ACCIDENT/INJURY REPORT FORM must be completed prior to the end of the employee’s shift or within 24 hours of the incident. If the employee is unavailable due to the injury, the form should be completed by the principal/supervisor with the most available information and e-mailed to Lori Krug at: lkrug@mcpasd.k12.wi.us with a cc email to Tom Wohlleber (twohlleber@mcpasd.k12.wi.us) and Jeanne Butzek (jbutzek@mcpasd.k12.wi.us)

Obtain a Medical Release

- If non-emergency medical treatment is required on the day of injury, or suspected at a later time, the principal or supervisor shall provide the injured employee with a return to work program packet prior to leaving the work site.
- Injured employees should also be instructed to:
 - ✓ Inform the attending physician that transitional duty work is available.
 - ✓ Provide the appropriate district forms to his/her physician at the time of treatment.
 - ✓ Advise that all questions regarding transitional duty work assignments should be directed to Tabatha Gundrum in the Employee Services Department at the Middleton-Cross Plains Area School District
 - ✓ Obtain a completed copy of the Medical Release form from his/her treating healthcare provider at the time of exam / injury treatment.
- The District’s Internal Claims Coordinator will provide the attending physician or healthcare provider with the above stated information, as it becomes available if the employee is unable to do so.

Temporary Transitional Work Assignments (TTWA) Guidelines

- ***The District will determine appropriate work hours, shifts and locations of all Temporary Transitional Work Assignments (TTWA). The District reserves the right to determine the availability and appropriateness of all jobs.***
- TTWA's are offered for a specific period of time. If the work is still available after this period, the assignment will be re-offered. If work ceases to be available, the offer may be rescinded.
- TTWA's will be reviewed regularly and extended or ended at the discretion of the District, based on workflow needs.
- The employee's supervisor, Internal Claims Coordinator and Director of Employee Services will monitor the employee's recovery progress through regular contact or meetings to reassess when and how often duties may be changed. Upon receipt of increased physical capacities, the Director of Employee Services will assess the ability to adjust the TTWA accordingly. Notification of changes will be provided to the injured employee, the employee's supervisor, Internal Claims Coordinator and insurance carrier.
- If the employee is later determined to have a permanent disability, which restricts his/her ability to return to their job at time of injury the TTWA may end.
- The District will determine whether the worker's physical restrictions require substantial modification to job tasks and whether such modifications are possible.
- The District will consider work site modifications to allow the injured employee to continue employment.

Return to Work Program Roles and Responsibilities

Principals/Supervisors

- Immediately ensure prompt medical attention for your injured employee according to the Employee Injury Policy/Procedures and ensure that all job injuries are immediately reported to the District's Internal Claims Coordinator.
- Conduct an incident investigation to determine any underlying causes of how and why the accident occurred.
- Work with the Internal Claims Coordinator in preparing for an injured employee's work modifications by identifying jobs and tasks that may be suitable as temporary transitional duty assignments.
- Regularly monitor the progress of injured employees during recovery period and update /report attendance to the Internal Claims Coordinator.

All Employees

- **IMMEDIATELY** report all injuries. Contact your supervisor and let them know of your condition and the nature of the injury.
- Seek medical treatment for your condition **AFTER** notifying your supervisor or manager in accordance with the District's accident/injury policy and procedure.
- Inform the treating provider that there are transitional duty jobs available and provide that individual with a Return to Work packet of materials.
- Stay in touch with the District's Internal Claims Coordinator and the worker's compensation insurance provider's claim contact.
- Report to work as prescribed by the treating provider with a written update of your condition within 24 hours of notification of the provider's release to work.
- **WORK WITHIN YOUR RESTRICTIONS.** You are responsible to monitor the activities that you perform and the Director of Employee Services if you feel the restrictions are being exceeded.

Internal Claims Coordinator

- Provide information for the First Report of Injury form. Start and maintain an injured employees claim file.
- Report/update the Director of Employee Services and Assistant Superintendent of Business Services, as needed, regarding the status of all worker's compensation claims.
- Maintain communications with the injured employee, internal management, the medical provider and worker's compensation carrier's Claim Case Manager. Monitor recovery progress and coordinate efforts of all parties involved.
-

Director of Employee Services

- Train and help supervisors and employees to understand their roles and responsibilities within and the expectations of the District's Return to Work Program. Train new employees at orientation and annually review with all employees.
- Work with the injured employee's supervisor to identify suitable temporary assignment within their recovering functional capabilities and limitations.

Return to Work: Provider Letter Explaining TTWA Availability

ATTENTION: Treating Healthcare Professional for _____

(Name of injured Employee)

This is to notify you that the Middleton-Cross Plains Area School District has a “*Transitional Duty*” return to work program for employees with injuries resulting from job-related accidents. Enclosed is a blank Return to Work Release/Physical Capabilities Form.

Please complete the attached Return to Work Release/Physical Capabilities Form and return it to the school district with the employee or fax to (608) 836-3571, Attention Benefits, after they have received treatment and you have had a chance to develop a recovery plan. This will help us finding modified duty work within the limitations and capabilities you have recommended as a result of the employee’s work-related injury. We would be happy to supply you with a formal job description, if you need additional information regarding the injured employee’s physical requirements to perform their normal duties.

Please feel free to contact Tabatha Gundrum at (608) 829-9043 if you have any questions about the District’s Return to Work program. Please note that our Worker’s Compensation Insurance carrier is Liberty Mutual Insurance. We can provide you with the name and number of our claims case manager if needed. Thank you very much for your cooperation! We look forward to working with you in helping us promote a smooth recovery and transition back to work.

Sincerely,

Tabatha Gundrum
Director of Employee Services
tgundrum@mcpasd.k12.wi.us
(608) 829-9043

Return to Work Release/Physical Capabilities Form

(To be completed by the employee's Physician or Treating Provider)

Employee Name: _____ Evaluation Date: _____

If treating for a work-related injury: Date of Injury _____

Part(s) of body affected _____ Right Left

The above-referenced employee has been evaluated and may return to:

Regular work on: _____ OR Modified work on: _____

(Date)

(Date)

OR

Is not released, anticipated release date: _____

ITEM	PERCENT OF DAY (Based on 8 hour day)					Restrictions And Recommendations
	0	1-5	6-33	34-66	67-100	
	Never	Rare	Occasionally	Frequently	Constantly	
Lifting (lbs)						
Floor to Waist Lift						
Waist to Shoulder Lift						
Horizontal Lift						
Bilateral Push force						
Bilateral Pull force						
Two hand carry						
Left hand carry						
Right hand carry						
Standing Tolerance						
Sitting Tolerance						

Note other specific restrictions: (example: repetitive motion, reaching, grasping, dry environment, etc.)

These restrictions are: Permanent Temporary, expected to last _____ weeks.

Next appointment date: _____

(Health Care Provider's Signature)

(Please print Examiner's Name)

Physician's contact information: _____

Practice name and address

Phone, Fax

**Middleton-Cross Plains Area School District
Example Transitional Duty Task List**

Available Tasks	Task Description	Essential Skills & Required Body Parts
	• Sidewalk inspection	• Walking around school grounds and documenting on clip board
	• Playground inspection	• Walking around playgrounds and document findings
	• Bleacher inspection	• Walking and visual inspection of bleachers. Document findings
	• Vehicle inspection	• Walking and filling out inspection forms
	• Facility/ housekeeping inspection	• Walking and completing inspection forms
	• Fire Extinguisher inspection	• Walking around school and document inspections
	• Sweep floors	• Pushing broom empty dust pans
	• Window cleaning	• Spray and wipe windows (no high work)
	• Change floor mats	• Replace floor mats with new or freshly cleaned ones
	• Chemical inventory	• Walking and writing down chemical inventory
	• Sanitize locker rooms	• Walking and wiping of lockers (no heavy lifting)
	• Spread salt/sand with auto spreader	• Walking and handling auto spreader (no filling)
	• Custodial Supply inventory	• Take inventory of supplies. Walking and using clip board
	• Vacuuming	• Walking using light weight vacuum
	• Food inventory	• Walking and inventory activities
	• Cutting lawn	• Rider only
	• Various Painting	• Using paintbrush only
	• Food preparation	• Light duties such as butter bread, scoop cookies, chop and clean fruit/veggies and other light duties
	• Landscaping	• As assigned within restrictions
	• Security duty	• Sitting and monitoring cafeteria or parking lot activities at high traffic times
	• Playground supervision	• Observe and report activity
	• Weight room supervision	• Observe and report activity
	• Hall monitor	• Observe and report activity
	• Administrative filing	• Various filing (can be done sitting also)
	• Paper shredding	• Light hand and arm work
	• Watch safety videos	• Sitting task
	• Organize/file books in library	• Placing books on shelves
	• Change light bulbs	• Light work and may involve periodic ladder climbing
	• Training other employees	• Standing and providing safety or other training to employees
	• Food Service	• Food inventory
	• Transportation	• Change bulbs, pre-trip inspections, light cleaning of buses, shop inspections
	• Dusting/Cleaning Desktops in classrooms and/or offices	• Walking and dusting duties
	• Answer phones/receptionist	•
	• Data entry/Word processing	•
	• Miscellaneous	•

Transitional Duty/Work Assignment Notification

(Employee Name)
(Employee Mailing Address)
(City, State, Zip-code)

RE: Transitional Work Assignment

Dear (Employee Name):

We are pleased to hear you are ready to rejoin us at work following your injury. Your medical provider has released you for transitional duty work in our facility. We have a suitable temporary position for you that your treating doctor feels is consistent with your current abilities. You have been assigned tasks consistent with your physical abilities (as opined by your treating physician), skills and knowledge. You will be regularly evaluated for your progress to be certain you are recovering from your injury and comfortable with your temporary position.

Please report to: _____ on: _____
(Contact Name, Title) (Date)
_____ will be your supervisor.
(Name)

Location: _____

Duration of Assignment: From: _____ To: _____

Work Hours: From: _____ To: _____

Wages: _____
(Hour / Week / Month)

(Please indicate if the worker is released to work limited hours with increments. For example, he/she is released to work 5 hours the first week, 6 hours the second week, 8 hours the third week, etc.)

If you receive this letter on or after the report to work date, please contact Lori Krug immediately at 608-829-9044. Failure to report to work could affect your worker's compensation benefits, work eligibility and/or re-employment rights with the school district.

We are looking forward to seeing you back with us and hope we can help you towards a prompt and smooth recovery.

Sincerely,

Tabatha Gundrum
Director of Employee Services