

POLICY 717 PROGRESSIVE DUTY RETURN TO WORK

1. Purpose. To promote and ensure the safe return of injured employees back into the work environment and enhance the mental and physical healing of the employee, thereby shortening the period of time and injured employee is off the job.

2. Objectives.

2.1 The progressive duty return to work program complements the existing Worker's Compensation Insurance Program. The primary objectives of the program are as follows.

2.1.1 Safely return employees to work as soon as possible;

2.1.2 Avoid deterioration in work skills due to prolonged absences from work;

2.1.3 Reduce the number of lost time incidents and total number of lost work days;

2.1.4 Reduce disability and medical treatment costs;

2.1.5 Maintain productivity without hiring temporary employees;

2.1.6 Rapid and efficient return of employees to their original jobs; and

2.1.7 Maintain a high level of communication with employees to help reinforce management's commitment.

3. Monthly Reviews.

3.1 Employees not improving while participating in the program may be removed from the program.

3.2 Employees who have reached "end of healing" as established by their physician will be removed from the program.

3.3 Employees utilizing the Progressive Duty Return to Work Program for non-work related injuries may remain on the program for a maximum of 90 calendar days but may be removed from the program sooner at the discretion of the Director.

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Revised Date: November 2014

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Employee Policy Manual

4. Employee Responsibilities.
 - 4.1 Follow all safety rules and perform duties in a safe and responsible manner.
 - 4.2 Report any safety concerns to a supervisor immediately.
 - 4.3 Fully participate in the incident investigation.
 - 4.4 Provide medical follow-up reports after each doctor's visit to supervisor or department head.
 - 4.5 Follow all medical instructions on and off the job.
 - 4.6 Work with the supervisor to review information received from the doctor and determine if appropriate work is available.
 - 4.6.1 If appropriate work is available, the Progressive Duty Return to Work Form (Appendix 717) will be completed and provided to Human Resources.
 - 4.7 Immediately report any difficulties with performing assigned transitional work and work with the supervisor to address the problem.
5. Certification.
 - 5.1 Upon reaching end of healing or completion of the Progressive Duty Return to Work program, employees may be required to attend an appointment with a physician chosen by the County for a return to work physical examination.
6. Appendices.
 - 6.1 Progressive Duty Return to Work Form (Appendix 717)

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