

JUST DO IT!!



Save Money!!! Implement a
**Temporary Restricted Duty Return to
Work Program**

Decide to do this and do it COMPLETELY

- Not just when convenient, don't stray from program
- Applies to ALL employees (can get in trouble if pick & choose)
- Restricted duty positions must be meaningful (counting paper clips & monitoring supplies in restroom NOT meaningful)
- Heal faster when among co-workers & friends
- There are temporary positions throughout your entire organization, just have to locate them
- Claim costs lower (makes for a happy CFO)



Pick a main contact person

- They will take the lead in designing program
- They will be the main contact for the program
- All info about claims should filter down to this person
- Enlist design help from several coworkers, but main person in charge

Meet With Admin

- Gain their approval and backing (claim costs lower, employees heal faster)
- Make them part of your program design team
- Get them on board with you before you start designing your program
- Show possible savings by asking your claims rep to show examples of \$\$ that could be saved by lowering your MOD rate a certain percentage



Who should help you plan...

- **Comp carrier** (tell you how others do it, suggest best practices)
- **Legal advisor** (following state comp & employment laws)
- **HR** (plan doesn't conflict w/other policies, union contracts)
- **Admin** (so they know everything from the start and will back your decisions)
- **Medical providers** (if they know you have a RTW program they'll assist bringing employees back to work properly. **Important:** meet with medical providers IN PERSON, & visit them occasionally)
- **Involve several depts. in this planning** but not TOO many (lots of input good but keep planning controllable)

Write your RTW Program & Board Policy

- **Write your RTW program;** be specific (remember: this program states what you do when the injured employee returns to work with temporary restrictions, it is not your injury protocol)
- Use your company's protocol for **writing the Board Policy** (can be generic here but reference your RTW Program and Board Guidelines if applicable)
- **Contact Jim Akers** jakers@parkwayschools.net for a copy of our program and associated forms, see our website for Board Policy and Board Guidelines



Sample RTW Program statement

- When an employee sustains a work-related injury and is seen by our occupational physician, and the physician has returned them to work but placed them on temporary restricted duty, the following is the procedure:
- The employee reports their restrictions to their supervisor as well as the district Safety Specialist. The supervisor, along with the employee, make the determination as to whether the employee can remain in their normal position, remain in their normal position with temporary modifications, or cannot remain in their normal position
- If the employee cannot remain in their normal position the supervisor will place them within their normal department but will modify their duties to accommodate their restrictions
- If the restrictions are such that the employee cannot remain in their normal department at all the Safety Specialist is contacted to find a suitable temporary position elsewhere in the district although it might be at a different location or on a different shift
- Note: a temporarily restricted employee will not be taken off work completely unless directed to by the treating physician; the district will find a meaningful temporary position until the employee is released to full duty or the restrictions are lessened to the point where they can return to their normal department

Pick a start date

- Pick a date at least 30 days out to roll out the program
- Let Admin know your start date first
- Then inform managers, supervisors, leadpersons, etc; let them know what's expected of them (find restricted duty positions, keep you informed of injured employee's progress)
- Let ALL corporate medical providers know when you're rolling it out (hopefully they're already aware because they helped in your planning)
- Let your entire organization know; let them know why (heal faster, helps control costs), use several methods to inform (email blasts, posters, etc)

Locate standby temporary positions

- **First:** keep in mind that the best temporary position is one that's within the employee's normal dept. Make sure supervisors are aware
- **Work with EVERYONE EVERYWHERE** to locate depts. that need temporary help. You **WILL** find needs throughout your organization **guaranteed!**

RESTRICTED DUTY POSITIONS, CONTACTS & CAPABILITIES NECESSARY

NOTE: For specific details of each of these positions please see 'Restricted Duty Temporary Assignment' pages in this procedure

x = necessary

JOB TITLE	LOCATION	CONTACT	REQUIRED CAPABILITIES											
			walk	stand	sit	one arm ok	both arms	reach req.	all weather	int & ext	bend/stoop	lift	max. weight to lift	
playground assistant**	elem. school	principal	x	x		x					x	x		minimal
lunchroom assistant	any school	principal	x	x		x						x	x	5 lbs.
chemical inv/msds chk	any	safety specialist	x	x	x		x	x				x	x	5 lbs.
trash p/u	any	principal	x	x		x				x	x		x	10 lbs.
cleaning shelves*	storeroom	whse supervisor		x			x	x				x	x	2 lbs.
print shop help	print shop	whse supervisor			x		x						x	3 lbs.
greeter/ visitor verification**	school only	safety specialist			x	x								minimal
HR assistance	HR	HR manager			x	x						x	x	3 lbs.
crossing guard**	any school	principal	x	x		x				x	x		x	5 lbs. (handheld sign)
library assistant	any school	principal			x	x		x				x	x	3 lbs.
library services	library svcs.	lib. svcs. mgr		x	x		x	x					x	3 lbs.
shredding	facilities	whse supervisor		x	x	x							x	minimal to 3 lbs.
wipe desks/tables	any	principal	x	x		x								minimal
mailroom assistant	mailroom	whse supervisor			x		x						x	3 lbs.
sprinkler verification	any/offsite	grounds supvsr.	x	x		x					x	x	x	minimal to 3 lbs.
general assistance	Central Mdl.	principal	x	x	x	x				x				minimal
general assistance	Ross	asst. principal	x	x		x				x				minimal
MSDS compilation	any	principal	x	x	x	x		x	x	x	x			minimal
general inspections	any	principal	x		x	x		x				x		minimal
exterior door checks	any	principal	x	x		x								minimal

* denotes ladder use may be necessary

** denotes special training may be required first



DO NOT GIVE UP

- You will face some resistance and frustration, especially at first, but **apply your RTW program to everybody every time**
- Explain how RTW benefits everyone involved (healing, financial)
- If you'd like our forms or other info feel free to contact me at

jakers@parkwayschools.net

314-415-8260

