

# REEDSPORT SCHOOL DISTRICT

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REGULATION: EARLY-RETURN-TO-WORK  
PROCEDURES

CODE: GCBDB-AR

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## Supervisor Responsibilities in the Event of an Injury

1. As soon supervisor is made aware of an injury, he/she coordinates first aid efforts, if appropriate, then fills out a written incident report.
2. Supervisor accompanies worker to doctor if at all possible. If worker does not express a preference, worker will be taken to the "nearest facility" unless he/she clearly needs emergency room services.
3. Supervisor makes sure "Notice to Physician" form is submitted to the doctor at the first medical visit and requires employee to return the form to the central office within 24 hours.
4. Supervisor notifies the office of the industrial injury the day it occurs.
5. Supervisor or superintendent/business manager follow up with the physician the date of the first exam. If supervisor obtains the information, he/she relays this to the superintendent/business manager.
6. If worker is on light duty, supervisor makes sure he/she does not exceed restrictions as specified by the employee's doctor.
7. If supervisor becomes aware of the need for a change in restrictions, he/she relays the information to superintendent/business manager and discusses the possibility of revising the job.

## Coordination by Superintendent/Business Manager

1. When injury occurs superintendent/business manager determines if medical treatment was provided, communicating the information to the deputy clerk.
2. If no treatment was provided, superintendent/business manager requests incident report from supervisor.
3. If an employee has been off work due to a work injury and is ready to return to work, superintendent/business manager makes sure he/she has a written release from the doctor.
4. If worker is released with restrictions which prohibit return to work at the regular job, superintendent/business manager discusses the possibility of light duty with supervisor as soon as possible.
5. If light duty is available, the superintendent/business manager will coordinate with the District's workers' compensation insurance carrier and prepare a job analysis.
6. When physician has signed the job analysis, the superintendent/business manager will prepare a formal job offer to the worker. If the worker cannot accept the offer in person, a formal job offer will be sent by regular and certified mail.

7. Superintendent/business manager monitors any light duty job by checking periodically with worker's supervisor.
8. If worker cannot return to regular work and light duty is not available, the superintendent/business manager will require the worker to report his/her medical condition and his/her progress to the central office each Monday and Friday by 3:00 pm. (in person if possible). The employee will also furnish the office with his/her current mailing address and telephone number.
9. Superintendent/business manager should coordinate progress on the claim until worker is released for regular work. Superintendent/business manager relays information to appropriate workers' compensation insurance carrier.
10. If restrictions change, superintendent/business manager and supervisor discuss need to change light duty job. If change is made, the superintendent/business manager will contact the workers' compensation insurance carrier to assist with preparation of a new job analysis and repeat step 7.

#### Coordination by Deputy Clerk

1. If medical treatment is required, the deputy clerk completes an 801 form with the worker. The 801 form is also completed if the injured worker insists on filing a claim, even if medical treatment is not required.
2. If medical treatment was obtained, the deputy clerk requests incident report and finishes 801 form. He/she sends 801 form to insurance company as soon as possible.
3. Deputy clerk follows up on the "Notice to Physician" form the date worker goes to the doctor.
4. If worker is off work, deputy clerk contacts him/her at least once each week to express care and concern and to learn the most recent developments in medical condition and work status.

#### Employee's Responsibilities

1. The employee will report all injuries to his/her supervisor immediately. If medical treatment is necessary and he/she has no preference for a physician, they should go to the "nearest available facility."
2. The employee will take the "Notice to Physician" form with them to first and all subsequent medical visits and tell the doctor the district may be able to place them in a temporary modified job if they cannot return to regular work. The employee will return the form completed by the doctor to his/her supervisor or to the central office within 24 hours.
3. The employee and the superintendent/business manager must complete forms as soon after the accident as possible. If medical treatment was required, the employee will complete both an incident report and an 801 form.
4. If the employee is not released for regular work but is released for light duty, he/she will discuss the possibilities with his/her supervisor and the superintendent/business manager. If an appropriate light duty job is developed, whether it is a modified version of the

employee's regular job or another light duty job, the employee must report for work at the time designated by the district.

5. If the employee is taken off work completely or if light duty is unavailable, the employee must report his/her medical condition and his/her progress to the superintendent/business manager each Monday and Friday by 3:00 p.m. (report in person if possible). The employee will also furnish the office with his/her current mailing address and telephone number.
6. If the employee returns to a light duty job he/she must make sure that the duties of the job as defined by the District or the restrictions as defined by the doctor are strictly observed. If the employee's restrictions change at any time he/she must notify his/her supervisor at once and give the supervisor a copy of the new medical release.

END OF REGULATION

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**SEE GDBDB**

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