

CONCORD UNIVERSITY BOARD OF GOVERNORS

Policy No. 48 Policy on Return to Work Policy

Disclaimer:

This document should serve as a guideline for returning to work after a workers' compensation related injury or illness and should not be construed to supersede any law, rule, or policy. In the case of any inconsistencies, the statutory and regulatory provisions shall prevail. This document is also not designed as a substitute for reasonable accommodation under any applicable federal or state laws, including the Americans with Disabilities Act and the Rehabilitation Act of 1973, including other applicable laws. To preserve the ability to meet needs under changing conditions, Concord University reserves the right to revoke, change, or supplement guidelines at any time pursuant to Board of Governors' approval. This return-to-work policy is not intended to be a contractual commitment and it shall not be construed as such by the employees. This policy is not intended as a guarantee of continuity of benefits or rights. No permanent employment for any term is intended or can be implied by this policy.

You must report any work-related incident (whether you seek medical treatment or not) to the Office of Human Resources or the Office of Public Safety within 24 hours of the incident.

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Summary:

Concord University (Concord) is implementing a Return-to-Work policy. The purpose and desire of this policy is to return employees to employment at the earliest possible time following a workers' compensation injury or illness and to make his or her transition as smooth as possible while reducing insurance costs. This policy applies to all employees of Concord and will be followed whenever appropriate. It is the sincere goal of Concord to make sure that an employee does not return to work before he or she is ready and able to do so and to

provide a smooth and positive transition for the employee and employer. The Director of Human Resources shall be the designated coordinator of this policy. He or she (or his or her designee) shall contact the injured worker on a regular basis, weekly if possible, and track the employee's recovery and work restrictions. It is the responsibility of the injured worker to provide Concord with information regarding the status and progress of his or her medical condition. When feasible, Concord will provide transitional positions to the injured employee in order to minimize or eliminate loss of time, "transitional" being temporary modified work assignments given the employee's physical capabilities, knowledge, and skills. An employee may work within this transitional position as long as the position is available to the employee or until the employee is released back to full-duty with no restrictions. The limitations of transitional/ temporary work will be provided by the attending medical provider. The transitional position is then developed with consideration of the worker's physical or other abilities, the business needs of Concord, the injured employee's job classification and pay grade, and the availability of transitional work. Concord will determine appropriate work hours, shifts, duration, and locations of all work assignments. Concord reserves the right to determine the availability, appropriateness, and continuation of all transitional assignments and job offers. The Director of Human Resources shall review assignments to ensure that they are not punitive or arbitrary.

While working under modified duty, or in the transitional position, the employee shall be paid at his or her regular rate for the actual hours worked.

Employee Responsibility *Accident Reporting*

- All work-related accidents, incidents and injuries must be reported to the Office of Human Resources immediately, or as soon as is feasible, regardless if the incident resulted in medical treatment or not. An accident shall be defined as an unexpected and unplanned incident, arising out of or in connection with work, which may result in one or more workers incurring a personal injury, disease or death. This would also include accidents or injuries should the employee be conducting business on or off campus on behalf of Concord.
- Employees are required to complete and submit an Incident Report Form within 24 hours of the incident or as soon as is feasible, regardless if the incident resulted in medical treatment or not (form available in the Office of Human Resources or on the website). If the injured employee is unable to complete and submit an Incident Report Form within 24 hours of the incident and his or her supervisor is aware of the situation, his or her supervisor is responsible for completing and submitting the Incident Report Form and additional information may be subsequently obtained from the injured employee. Incident forms are available in the Office of Human Resources, the Office of Public Safety and online at www.concord.edu/administration/human-resources.

- If the incident does not result in professional medical treatment, the employee must complete the Incident Report Form, submit it to the Office of Human Resources, and also notify his or her supervisor of the incident.
- If the accident results in professional medical treatment to the employee, the employee must complete the Incident Report Form when able to, and he or she must also tell the individuals providing medical treatment that it is a situation involving worker's compensation. The employee must also contact the Office of Human Resources as soon as possible.

Employee's Condition

- In the case that the employee has sought professional medical treatment, the employee should indicate to the attending medical provider that Concord has a Return-to-Work Policy in which light duty and/or modified assignments may be available to the employee.
- The employee should obtain an Authorization for Release of Information Form and a Physician's Statement of Physical Capabilities Form to be completed by his or her medical provider (forms available in the Office of Human Resources or on the HR website).

Employee is able to return to work• If the employee's attending medical provider releases the employee to return to work, as evidenced by the completion of the Authorization for Release of Information and the Physician's Statement of Physical Capabilities, the form shall be returned to the Office of Human Resources prior to the employee's return so that assignments of light duty/modified work may be appointed or arranged. • The employee may not return to work without a release from the attending medical provider. • If the employee returns to a transitional/temporary job, the employee should not exceed the assigned duties of the transitional/temporary job or the medical provider's restrictions. If the employee's restrictions change at any time, the employee must notify the supervisor immediately and provide the supervisor and the Office of Human Resources a copy of the new medical release.

Employee is unable to return to work• If the employee is unable to report for any kind of work, the employee shall call or email the supervisor or the Office of Human Resources on a regular basis, at least weekly, to report medical status. The employee should make sure that the supervisor and the Office of Human Resources have a current phone number and mailing address where the employee may be reached. • The employee shall notify the Office of Human Resources within 24 hours of any substantial changes in his or her medical condition.

Employer's Responsibilities

Accident Reporting

- The supervisor, Public Safety, and/or a Human Resources Representative shall conduct an assessment of the incident regardless of whether the incident resulted in medical treatment or injury.

- When an accident/incident occurs, and it results in professional medical treatment, it is the Office of Human Resources' responsibility to complete the worker's compensation form and submit it to the insurance company (currently Brickstreet Insurance) within 24 hours of when the Office of Human Resources was made aware of the incident.
- The Office of Human Resources will coordinate with the employee to receive/complete the following information:
 - Name of the employee's attending medical provider
 - Office of Human Resources with the employee's supervisor will complete the Brickstreet Job Function Evaluation Form for the employee to take to the attending medical provider.
 - Authorization for Release of Information form by employee.
 - Physician Statement of Physical Capabilities Form by employee's medical provider.
- The Office of Human Resources will notify the insurance company (Brickstreet currently) of any changes in the worker's medical or work status as soon as possible.

Medical Treatment and Temporary/Transitional Duty

- The Office of Human Resources shall provide to the employee the Authorization for Release of Information to be completed by the employee and the Physician Statement of Physical Capabilities to be completed by employee's attending medical provider. Once this form is completed, the Office of Human Resources shall provide the information to the insurance company and place in the employee's medical file.
- The Director of Human Resources and the employee's supervisor will develop a transitional/temporary job assignment for the employee upon their return to work.

Supervisor's Responsibilities

- The supervisor, along with the Office of Human Resources, will develop a transitional/ temporary job assignment given the employee's current capabilities and job function.
- The supervisor will monitor the employee's assignments, activities, tasks, progress, and performance related to the light duty assignment to ensure that he or she does not exceed the medical provider's release.

The supervisor will monitor the employee's recovery progress through regular contact to assess when and how often duties may be changed. The supervisor will assess Concord's ability to adjust work assignments upon receipt of changes in physical capacities. The supervisor must inform the Office of Human Resources within two (2) working days of having approved and implemented a change in an employee's return-to-work duties.