

Return to Work Program

Policy Statement

The AEA is committed to providing a safe and healthy working environment for all employees. As part of this commitment, we shall make every reasonable effort to provide suitable temporary employment to any employee unable to perform his or her job duties as a result of a workplace injury or work-related illness. This may include a modification to the employee's original position or providing an alternative position, depending on the employee's medical restrictions, providing that this does not create an undue hardship to the AEA. This program applies to all employees with work-related injuries and/or illnesses.

All employees, regardless of injury or illness, will be considered for placement through the Return to Work Program. The AEA will strive to accommodate work restrictions while continuing to use your skills and abilities as much as possible.

Employees who decline temporary modified duty, for which they are qualified, in order to return to work from a workers compensation injury may be considered to have resigned and may be terminated.

Transitional Work

The AEA has identified a list of potential transitional work for common work restrictions. This list can be found in the Appendix. The AEA will work with designated provider's prescribed restrictions to find transitional work for all Employees. The work may consist of modified, alternative or a combination.

Written Job Descriptions

The AEA has written job descriptions for all positions with information on physical demands and essential tasks. Job descriptions are shared with the medical provider as needed so they can provide input regarding the transitional work the Employees can perform, Human Resources reviews job descriptions to ensure they include up-to-date information.

Program Responsibilities

Management: The management of the AEA is committed to our overall safety program, including our return to work initiatives. Management supports the Return to Work Program and the Benefits Specialist by pledging financial and leadership support. Management will effectively communicate with employees about the program on a regular basis. The HR Director and/or the CFO along with the Benefits Specialist will review the program periodically to assess the progress and success of the program.

Benefits Specialist: The Benefits Specialist is the primary contact for the Return to Work Program. The Benefits Specialist will:

- Ensure prompt, quality medical care is available and offered to Employees.
- Work with supervisor to identify potential transitional work for Employees.
- Maintain all return to work records and communications in a file separate from the employee's HR file.
- Maintain compliance with all HIPPA requirements.
- Review the Return to Work Program and suggest any needed changes or updates.

Supervisors: Our supervisors play an active role in the success of our Return to Work Program. Supervisors will:

- Assist the Benefits Specialist in identifying transitional work options.
- Assign employees with job-related restrictions to transitional work within their prescribed restrictions. (*Under no circumstance should an employee be assigned to work that exceeds the medical provider's restrictions.*) See Appendix B.
- Ensure all employees with job-related restrictions are adhering to their restrictions and all human resources policies (including punctuality, attendance and job performance).

Employees: Every effort will be made to assist the injured employee in returning to his or her regular position as soon as it is medically safe to do so. To assist in this effort, employees must do the following:

- Attend all scheduled medical, therapy and other related appointments, and follow all medical advice.
- Provide their supervisors and the Benefit Specialist with information about their work restrictions or changes to work restrictions (this includes release to full duty with no continuing restrictions).
- Only perform activities within the restrictions – **both on and off the job**. If problems develop, even for work within the current restrictions, notify the supervisor and the Benefits Specialist immediately.
- Perform assigned transitional work. Note: the injured employee may or may not be working the same position or even in the same department.
- Follow Human Resources policies including punctuality, attendance and job performance.

Permanent Job Modifications

In the event an injury results in permanent medical restrictions, we will work with our insurance carrier to determine the best course of action. In some cases, this may include reasonable accommodations made to the employee's regular job or the placement of the employee in a position that is suitable to his or her permanent restrictions.

Notifications

All employees will be notified at the time of hire and annually on the purpose and detail of the AEA Return to Work Program.

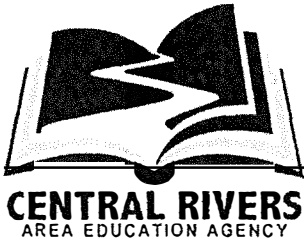
Revision History

Program Developed 10/2016

Appendix

Transitional Work List (this is not an all-inclusive list):

<ul style="list-style-type: none"> • assemble, cut, color and copy materials • assist in office • assist nurse with cleaning/organizing • assist people in finding their classrooms • assist students with homework • assist teacher • assist with cleaning in equip repair • breakdown cardboard • catalog and index books • change air filters • change light bulbs • change vacuum cleaner bags • check fire extinguishers & smoke detectors • check for books needing repair • check AEA vehicles for safety (brake lights, head lights etc.) • checking entry mats for wear and tear and report findings • clean copier glass & surfaces • clean keyboards and phones • clean light fixtures • clean toys • clean waste baskets • clean water fountains • clean windows with spray bottle • clean/dust storage/closet areas • cleaning and restocking bathrooms/break rooms • complete safety or annual trainings • copying, mailing, shredding, scanning, e-filing, etc. • correct papers • data entry/word processing • document stained ceiling tiles to check for water leaks • decorate bulletin boards/hang art • deliver mail between buildings • Dust base boards, table and chair legs • dust/clean surfaces--desks, shelves etc. • empty garbage containers, recycling containers • filing 	<ul style="list-style-type: none"> • identify and report burned out light bulbs • inspect sidewalks • inspect, document, report areas needing cleaned or maintenance • inventory books • inventory custodial/office/food supplies • inventory list of excess office supplies including location • inventory list of unused furniture including location • light maintenance/repairs • log assets • monitor hallways, lunch areas, recess and exterior doors • organize files • painting/paint trim • pick up debris in parking lots and exterior building area • polish bathroom fixtures/remove mineral deposits • print and assemble materials • proof read board policies for grammar and spelling errors (and other documents) • pull weeds • read to/listen to children read • research lower cost supplies • research safety measures • restock/clean gym supplies • review programs and videos • sanitize surfaces to prevent the spread of viruses--door knobs, light switches, surfaces • sort invoices • straighten floor mats so no wrinkles to cause falls • substitute receptionist • sweep ceiling and wall corners • sweep floors • sweep/vacuum • test security lights • track inventory/take inventory • trimming and packing Campbell's soup labels/box tops • update first-aid kits • update MSDS books • update safety manuals and documents • video record property for asset protection
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Worker Compensation – Lost Time Claim

Prohibition of Supplementation of Worker Compensation (WC) Benefits

During the 1984 General Assembly, the Legislature enacted Senate File 2295, which amended Section 85.38 of the Iowa Code to add the following:

A public employer shall not supplement an employee's workers compensation benefits by reducing the employee's sick leave, vacation leave, or earned compensatory time entitlement unless the employer first notifies the employee of the option to supplement WC benefits and the employee elects to so supplement.

Further: Worker Compensation insurance will not pay for the first 3 days of absence unless the employee's absence exceeds 14 days.

Based on the above information, please check one of the following:

- No**, I do not want my Worker Compensation benefits supplemented.
I understand this amount is determined by the insurance company; it is not my full pay.

- Yes**, I do want my Worker Compensation benefits supplemented.
I understand my sick leave, vacation leave or other earned compensatory benefits will be reduced.
When paid leave is exhausted, I will receive the amount determined by the insurance company; it is not my full pay.

**Return this form ASAP; it must be returned within 7 days of when lost work time begins.
If you fail to return this form, it is assumed you do not want your Worker Compensation benefits supplemented.**

Email or fax to: Betty Beauregard, Benefits Specialist
benefits@aea267.k12.ia.us
Fax number: 319-268-7606

Employee Printed Name: _____

Employee Signature: _____ Date: _____