

Purpose:

The purpose of this policy is to provide guidelines for administering a modified duty program when an on-the-job injury occurs. The Return to Work program helps to limit the amount of lost work days an injured employee may incur by providing meaningful work of a restricted, modified or alternate nature.

Any restricted, modified or alternate accommodation provided is on a temporary basis and are offered with the understanding that an accommodated employee's restrictions are temporary and the employee is progressing toward a return to full capacity. No restricted, modified, or alternate accommodation shall be construed as an offer for a permanent or regular position, nor would it be deemed as a reasonable, permanent accommodation.

Restricted, modified or alternate assignments do not change McAlister's at-will employment status. The employee is free to resign at any time, with or without cause. Similarly, McAlister may terminate the employment relationship at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Definitions:

Restricted or Modified Duty – Duties assigned to an employee which enable the employee to retain their current activity with some limited restrictions or modifications. This could include a change to the employee's regularly assigned shift, work hours or scheduled rotation.

Alternate Duty – Duties assigned to an employee which require the employee to transfer to another job, position or department on a temporary basis. This could include a change to the employee's regularly assigned shift, work hours or scheduled rotation.

Responsibilities:

Injured Employee

1. Report all job-related restrictions to Human Resources and the direct Manager.
2. Have any and all specific job-related restrictions reviewed and approved by Human Resources and the direct Manager.
3. Communicate any changes to any job-related restrictions.
4. Adhere to all medical advice as prescribed by the treating physician, nurse or other medically qualified professional. The employee has an explicit responsibility not to attempt any task which may exceed the identified restriction.
5. Do not perform any activity which is not in accordance with your job-related restrictions, both on and off the job.

Failure to adhere to any work-related restrictions may result in disciplinary action.

Managers

1. Ensure the employee's job-related restrictions are being adhered to according to the medical advice.
2. Do not assign work to the employee which is contrary to the identified restrictions. If no jobs are available, contact Human Resources to discuss alternate options.

Guidelines

1. The company will make every effort when an on-the-job injury occurs to return an injured employee as long as the injured employee cannot cause any harm to themselves, others or company/customer property.
2. Whether an employee is placed or subsequently should be continued on modified or alternate duty due to an on-the-job injury will be at the discretion of the company.
3. Employees on alternate duty may not work overtime. Employees on restricted or modified duty may or may not have the ability to continue on their regular work schedule which could include hours that exceed 40 in the work week.
4. The company reserves the right to assign employees on restrictions to any alternate duty that will not exceed their restrictions. This could include, but is not limited to, administrative functions or outside volunteer opportunities within the community.
5. Employees who do not work or choose to not accept any restricted, modified or alternate duty must be aware that doing so could affect temporary disability wages paid through the work comp administrator and decrease eligible wages.
6. An employee who has been placed off duty and unable to work due to an on-the job injury should ensure they are checking in with Human Resources or the assigned work comp adjustor on a regular basis and after each follow up appointment or procedure.
7. In certain circumstances, and at the discretion of the company or Worker's Compensation administrator, a Nurse Case Manager may be assigned to the employee's injury case to assist in facilitating appointments, procedures and continued progress.