

Return to Work Program

This program is to minimize the work lost by McAlister and wages lost by the employee as a result of temporary disability resulting from an on-the-job injury. It is the express intent to provide modified or alternate duty within the employee's restrictions whenever possible and to aid in the employee's full recovery as rapidly as possible.

The Human Resources Manager and direct Manager are primarily responsible for administration of this procedure.

I. Notification of an On-The-Job Injury

- A. When a non-emergency on-the-job injury occurs, the employee is expected to contact Medcor Triage Services for an immediate assessment.
- B. The employee and the direct Manager will complete a McAlister Incident Report and discuss further treatment or self-care instructions received from Medcor.
- C. Human Resources will receive the McAlister Incident Report from the Manager and a report directly from Medcor.
- D. If the employee has or will be seeking medical treatment, the employee must send Human Resources all documentation received from the physician. The treating physician's documentation should clarify the ability to return to regular duty; the ability to return to duty with specific restrictions or modifications; or the need to be placed off duty. McAlister or its Worker's Compensation administrator may request additional information from the employee or physician. In addition, depending on state regulations, McAlister or its Worker's Compensation administrator may direct treatment to specific physicians or facilities.

II. Identification of Modified Duty Job Assignments

- A. In cases where the employee has been given restricted job duties precluding them from performing the regular job functions, every reasonable effort will be made to identify or create a productive job assignment which will accommodate the temporary restrictions identified by the treating physician.
 - 1. Accommodations may include providing intermittent or modified assistance with one or more aspects of the employee's regular job functions.
 - 2. Accommodations may include arrangements for less than the full, regular scheduled work shift. If wages paid for performing restricted work is less than the regular wages, hours not worked will be accumulated and submitted to the workers' compensation carrier.
 - 3. Accommodations may include a temporary change to the employee's regularly assigned shift, work hours or scheduled rotation.
 - 4. Accommodations may include alternate duties such as administrative functions or volunteer positions with various organizations within your community.

5. Every effort will be made to place the employee in the most productive assignment available; this could include indirect duties not normally assigned to the employee in their regular job functions.
6. Restricted, modified or alternate job duty assignments will be determined by the Human Resources Manager and direct Manager.
7. It is the Manager's responsibility not to assign work to the employee which is contrary to the identified restrictions. The employee has an explicit responsibility not to attempt any task which may exceed the identified restrictions. Any difficulties experienced by the employee within the identified restrictions will be reported to Human Resources and/or the assigned work comp adjustor.
8. The Human Resources manager will notify all parties when the employee has been fully released for unrestricted duty.

B. Wages and Related Considerations

1. The employee will continue to receive their pre-injury hourly rate for all hours worked in a restricted capacity.
2. The employee may not apply for any posted job openings, nor may they bid for any job or shift transfers while in a restricted or off duty capacity.
3. Normal shift scheduling practices may not be possible when the employee is following restricted work duties and hours.