# **Operating Procedure No. 5416P**

**Human Resources**

# **ON-THE-JOB INJURY RETURN TO WORK**

Puget Sound Educational Service District (PSESD) employees that experience injuries while at work are required to report their injuries as soon as possible. Below are detailed procedures to be followed:

**Procedure**

1. Employee reports the injury to their supervisor, or supervisor designee, and seeks medical attention if needed.
2. Employee reports the incident via the Puget Sound Workers’ Compensation Trust (PSWCT) [online incident report](http://www.pswct.org/school-district-employee/reporting-an-incident/) system.
3. Once a claim is submitted to PSWCT, the employee is directed to report to their supervisor weekly regarding their to return to work plans.
4. When notice of release to transitional duty is received by PSESD and/or PSWCT, the employee’s supervisor and the PSESD Return to Work (RTW) Coordinator (HR Business Partner) review the restrictions and matches that employee to a transitional duty position. The priority is to identify available work, which may include work at an alternative location. If a position is available, the RTW Coordinator or Supervisor contacts the employee for the placement. A letter of transitional duty job offer is mailed /emailed on that same day. If no contact is made verbally, the letter will also document the attempts of phone calls made. Copies of the letter will be provided to the PSWCT Claims Consultant. (Deciding to decline a valid transitional duty job offer may affect your time loss benefits through workers’ compensation.)
5. Employees on transitional duty assignments are required to comply with the physical restrictions as outlined by their medical provider.
6. Employees will be encouraged to schedule medical provider appointments around their work schedule. Any time missed for appointments during scheduled work hours are to be reported as sick leave. This includes all missed time from a transitional duty assignment.
7. The employee’s RTW Coordinator provides a form documenting the capacity of work, transitional duty and regular supervisor contacts. It is expected that a transitional duty supervisor(s) immediately contact the employee’s “regular” supervisor if the employee does not call or fails to show up for an assignment or if there are any performance issues.
8. The transitional duty supervisor will notify the employee’s regular supervisor, as well as the RTW Coordinator and the Claims Consultant, if an employee does not call or fails to show up for a transitional duty assignment. An employee who fails to call or show up may be issued an unexcused absence and will be notified of such. The “regular” supervisor will contact the employee to determine why they failed to call or show up. If there is no contact, a letter will be sent to the employee’s home.
9. Once a modified transitional duty release is received, PSWCT and the RTW Coordinator will make every effort to place an employee within their medically documented restrictions. Upon receipt of a full transitional duty release, the employee will be returned to their job of injury as long as program funding for the position continues.
10. Upon full release from transitional duty to job of injury, the RTW Coordinator will coordinate the return with the employee’s regular supervisor and will provide the employee with written acknowledgement of the release and return to full duty.

Adopted: August 2020