



Meiners Electric, Company Safety Manual

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LAST REVISION:

December 9th, 2009

REVIEWED BY:

L. Kirk Berglund, Safety Director

FORM REF No:

SP-RTW

SUBJ:

Return to Work (RTW)/Modified Duty

1. POLICY

It is the policy of Meiners Electric, when possible, to modify work assignments for a limited period to assist employees who are temporarily restricted from performing their regularly assigned duties due to an on-the-job injury.

(Note: This policy should not be construed as recognition that an employee has a disability as defined by the Americans with Disabilities Act (ADA) of 1990.

2. SCOPE

This policy applies to all full time Meiners Electric employees.

3. DEFINITIONS

Return to Work (RTW) (Modified Duty) position is a temporary position to which an employee is assigned when he/she is unable to return to his/her regular position following an on-the-job injury or illness. The Return to Work position temporarily addresses the restrictions placed on an individual by the employee's treating doctor.

Employment related injury is an injury or occupational disease, which arises out of the course and scope of employment and is a compensable injury or illness.

Physician in this policy means a doctor of medicine, osteopathic medicine, optometry, dentistry, podiatry, or chiropractic who is licensed and authorized to practice.

4. ELIGIBILITY

To be eligible for the return to Work Program (RTW), an employee must provide a written statement from their treating physician that they are:

1. Temporarily unable to perform their essential duties, following an employment related injury or illness. And;
2. Capable of carrying out work of a lighter or modified nature from his/her regular duties and is expected to return to his/her regular duties within 90 calendar days.

5. PROCESS

1. Once notified of an on-the-job injury or illness, a First Report of Injury for Workers' Compensation must be completed.
2. The employee must be seen and evaluated by their physician to determine if the employee is able to return to work, and if so, with or without restrictions.

At the time of the evaluation, the employee must inform the physician of the Return to Work Program, and provide them with a copy of the employee's regular job description that identifies the essential functions of the job and its requirements.



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3. When the employee is able to return to work with restrictions, the employee's physician must complete a Work Status Report, indicating the specific restrictions, and the duration of those restrictions. Clarification regarding temporary restrictions may be requested of the treating physician.
4. Taking into consideration the information provided by the physician, the Meiners Electric will determine if a temporary Modified Duty assignment can be offered. It should be understood that there may be instances in which Meiners Electric will not be able to offer a Modified Duty assignment.

6. RETURN TO WORK OFFER

Once the employee has been approved to participate in the Return to Work Program, Meiners Electric shall provide a Return to Work (Modified Duty) job offer letter. This letter shall include:

1. The position offered.
2. The location and duties of the position offered.
3. The wages and schedule of the position offered.
4. The duration of the temporary work assignment.
5. A statement that the department will only assign a position/duties consistent with the employee's knowledge and skills, and will provide training if necessary.
6. A statement acknowledging that the employer is knowledgeable about and will abide by the limitations under which the treating physician has authorized the return to work.

7. EMPLOYEE REFUSAL

An employee may choose to accept or refuse the Return to Work (Modified Duty) job offer. However, an employee who refuses a Modified Duty job offer is subject to termination. Rejection of the job offer might also result in cancellation of income benefits under Workers' Compensation Insurance

8. DURATION of MODIFIED DUTY

A Return to Work with Modified Duty offer will be extended for an initial period not to exceed 90 calendar days. The duration of approved time will be based upon the information provided by the employee's physician. If the employee is unable to return to work at full duty after the initial approved time, they may request a continuation of Modified Duty not to exceed a total of 90 calendar days in a Modified Duty capacity.

An employee requesting an extension of Modified Duty, beyond the originally approved amount of time in the Return to Work with Modified Duty offer letter, must submit documentation to Meiners Electric from their treating physician. This document should include what limitations continue to exist and the probable duration of those limitations.



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If an employee is unable to return to work at full duty after 90 calendar days, they may request a continuation of Modified Duty not to exceed a total of 180 calendar days in a modified capacity. Approval beyond 90 calendar days will be based upon the assessment of the employee's ability to return to full duty within the immediate future. An employee requesting an extension beyond 90 calendar days must submit updated information from their treating physician.

9. END of MODIFIED DUTY

An employee who is unable to return to his/her regularly assigned duties at the end of the Modified Duty agreement may request a leave of absence through his/her department or may elect to terminate their employment with Meiners Electric.

Provided the employee has exhausted any entitlement under the Family and Medical Leave Act (FMLA), Meiners Electric has the option to approve or deny the leave of absence request. If Leave Without Pay is denied, employment with Meiners Electric will be terminated.