



**Responsible:** Office of Human Resources, Risk Management Department

## **PURPOSE**

This administrative procedure establishes the protocols for light duty / modified return to work for employees in the Washoe County School District ("District").

## **PROCEDURE**

1. The injured employee submits his/her current work status report to his/her supervisor to determine if the employee's work restriction(s) can be accommodated by the District.
2. The supervisor reviews the restriction(s) that have been placed on the employee and consults with Risk Management Department to inquire if the accommodation can be made.
  - a. If the accommodation can be made the injured worker is then placed in a modified duty status.
  - b. If the accommodation cannot be made, the Risk Management Department will work with the injured worker's department to explore if other work options are available.
3. The District shall attempt to keep the employee at his/her current department.
  - a. If this accommodation cannot be met, the Risk Management Department contacts other department(s) for availability of light duty work for the employee.
  - b. If another department is available for light duty work, the Risk Management Department sends the injured employee a letter notifying them of the temporary work assignment.
  - c. The injured worker has the right to accept or reject the temporary work assignment.
    - i. If the employee accepts the temporary work assignment, this information is logged into the RiskMaster database with the injured worker's restricted days at work.
    - ii. If the employee rejects the temporary work assignment, the employee is placed on leave and may use their sick and/or vacation time or go unpaid, but he/she will not be eligible for Temporary Total Disability (TTD).

1. The employee may appeal. See WCK-P036.
  - iii. This information is logged into the RiskMaster database.
  - d. If there is no temporary light duty work available within the District, the employee shall be placed on Temporary Total Disability (TTD) benefits.
  - e. This information is logged into the RiskMaster database along with the injured worker's time loss days.
4. The Third Party Administrator is notified by the Risk Management Department of an employee's work status and whether the employee is on light duty, modified duty, or is off work.
5. When the employee has follow-up medical visits for his/her work injury, it is the employee's responsibility to provide his/her up-dated work status report to his/her supervisor.
  - a. The supervisor provides copies of the up-dated work status report to the Risk Management Department. It is the supervisor's responsibility to notify the Risk Management Department when an injured worker is taken off of work, and when they return to work. They must do this immediately to ensure payment for the injured worker if he/she is taken off work, and to prevent overpayment to the injured worker if he/she should return.
6. The Risk Management Department logs all work status information into the database.
  - a. If the work status report has not changed, the employee continues as is.
  - b. If the work status report has changed, the Risk Management Department starts the light duty, modified return to work cycle over.

#### **IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
  - a. Board Policy 7300, Risk Management
  - b. Administrative Regulation 7350, Industrial Worker's Compensation for Employees (Pending)
    - i. Processing Workers' Compensation Claims (WCK-P030)
    - ii. Wage Verification Procedure (WCK-P031)

1. Wage Verification Form - EXTERNAL DOCUMENT (State Form D-8 revised 07/99)
  - iii. Waiver of Premium (WCK-P032)
  - iv. OSHA Posting Requirement (WCK-P035)
  - v. Appeals of Workers' Compensation (WCK-P036)
  - vi. Workers' Compensation Audit (WCK-P039)
  - vii. WCSD Accident/Exposure Investigation Report (WCK-F001)

### **REVIEW AND REPORTING**

1. This procedure will be reviewed as part of the bi-annual audit of the District's governing documents.

### **REVISION HISTORY**

Date	Revision	Modification
12/27/2005	A	Adopted as CSI Procedure
8/18/2006	B	Revised
11/15/2016	1.0	Revised: converted to administrative procedure; corrected information related rejection of the temporary work assignment