



Employee Return-to-Work Policy

An Employee Guide to Return-to-Work

Objectives

Trio Masonry, Inc., has developed a transitional duty policy. Its purpose is to return employees to employment at the earliest date possible following a work-related injury or illness. This policy applies to all employees and will be followed whenever appropriate.

We define “transitional” work as temporary modified work assignments within the employee’s physical abilities, knowledge, and skills. Where feasible, transitional positions will be made available to injured employees within Trio Masonry, Inc., to keep employees engaged in the workforce. When transitional work is not available within Trio Masonry, Inc., placement may be made with a non-profit close to the employee’s home or office during the time of recovery.

Transitional/temporary positions are developed with consideration of the employee’s physical abilities, the business needs of Trio Masonry, Inc., and the availability of transitional work within the restrictions provided by the authorized treating physician.

In case of an on-the-job accident

If you have a work-related injury and are missing time from work, contact our office or Brett Brown.

Transitional temporary work assignment

We will determine appropriate work hours, shifts, duration, and locations of all work assignments. Trio Masonry, Inc., reserves the right to determine the availability, appropriateness, and continuation of all transitional assignments and job offers. These shifts, location, and work assignments may be with Trio Masonry, Inc., or with a selected non-profit organization.

Communication

It is the responsibility of the injured employee to immediately notify their supervisor or designated employee representative of any change regarding the transitional/temporary work assignment.

Employee responsibilities

Accident reporting

- An accident is any unplanned event that disrupts normal work activities and may or may not result in injury or property damage. All work-related accidents, injuries, and near misses must be reported immediately to the designated company representative.
- If an accident occurs, but **does not** require professional medical treatment, the supervisor should immediately be informed so that an accident analysis can be completed. If first-aid treatment is needed, it should be sought on-site.
- If an accident occurs which **requires professional medical treatment**, the employee should notify the supervisor (or designated employer representative) immediately to begin the accident analysis.

Employee’s physical condition

- If medical care outside of first aid is sought, the employee should inform the attending physician that Trio Masonry, Inc., has a return-to-work program with light duty/modified assignments available.
- The employee should obtain a **Release to Return-to-Work** form and a completed **Job Description** form (if available) from the supervisor. This should be provided to the treating physician and should be returned to personnel following the initial medical treatment.

Employee’s ability to return to work

- If the authorized treating physician releases the employee to return to work, as evidenced by the completion of a **Release to Return-to-Work** form, the form must be returned to personnel within 24 hours for assignment of light duty/modified work or return to the regular job position. The employee must report for work at the designated time.

- The **employee cannot return to work without a release** from the attending physician. Any missed time from work will not be considered for pay by the company or under the workers' compensation claim for failure to return without a release.
- If the employee returns to a transitional/temporary job, the employee must make sure that he/she does not go beyond either the duties of the job or the physician's restrictions.
- As the employee's restrictions change, he or she must notify his or her supervisor and provide a copy of the new medical release.

Employee unable to return to work

- If the employee is unable to report for any kind of work, the employee must call in weekly to the designated company representative to report on the medical status.
- While off work, it is the responsibility of the employee to supply the designated company representative with a current telephone number (home or cell) and an address where the employee can be reached.
- The employee will notify the designated company representative within 24 hours of all changes in medical condition.

Medical treatment and temporary/transitional duty physical condition

- A **Release to Return-to-Work** form and a completed **Job Description** form (if available) will be made available to the employee to take to the attending physician for completion and/or approval.
- At the time of first medical treatment the **Release to Return-to-Work** form must be completed and returned to the designated company representative.
- The completed **Release to Return-to-Work** form will be reviewed by the supervisor and/or designated company representative.
- A temporary/transitional **Job Description** form will be prepared from information obtained from the attending physician for review and approval.

Job Offer letter

- Upon receipt of a signed temporary/transitional **Job Description** form from the authorized treating physician, a written **Job Offer** letter will be prepared by the (Insert Company Name)
- It will be presented to the employee and mailed by both regular and certified mail to the employee's last known address.
- The letter will note the doctor's approval and will explain the job duties, report date, wage, hours, report time duration of transitional work assignment, phone number, and location of the transitional assignment.
- The employee will be asked to sign the bottom of the **Job Offer** letter indicating acceptance or refusal of the offered work assignment.
- Copies of the **Job Description**, **Work Releases**, and **Job Offer** letters will be forwarded to Midwest Builders' Casualty Group.

Supervisor

- The supervisor will monitor the employee's performance to ensure the employee does not exceed the physician release.
- The supervisor will monitor the employee's recovery progress through regular contact to assess when and how often duties may be changed. The supervisor will assess the company's ability to adjust work assignments upon receipt of changes in physical capacities.

Employee acknowledgment

- The return-to-work policy and procedures have been explained to me.
- I have read and fully understand all procedures and responsibilities.
- I agree to observe and follow these procedures.
- I have received a copy of this policy and procedure.
- I understand failure to follow these procedures may affect my re-employment, reinstatement, and vocational assistance rights.

Employee's Signature

Date

8/15/2023