

physical abilities, the business needs of Eastern, and the availability of transitional work.

Definitions:

Occupational Injury-an accident arising out of and in course of employment.

Transitional Duty-accommodating an injured employee with work restrictions as set forth by the attending physicians. The Human Resources Department and the employee's supervisor will decide if the College is able to accommodate the medical restrictions.

Regulations:

Approved by IET: 12/19/2019

Approved by HUMAN RESOURCES COUNCIL: 11/20/2020

Form(s) must be returned to Human Resources within 24 hours for assignment of light duty/modified work. The worker must report for work at the designated time.

Approved by IET. 12/19/2019

Reviewed by Board of Governors: 2/19/2020

reached.

- The worker will notify Human Resources within 24 hours of all changes in medical condition.

Employer responsibilities

Accident reporting

- The supervisor will conduct an accident analysis on all accidents, regardless of whether an injury occurs.
- When an accident occurs which results in injury requiring **professional medical treatment**, Human Resources will forward a completed workers' compensation form to the insurance carrier within 24 hours of knowledge of the injury or illness.
- Other information will be forwarded as soon as developed, including:
 - Name of worker's attending physician
 - Completed **Release to Return-to-Work Form** from attending physician and medical documentation, if appropriate
 - Completed transitional/modified or regular **Job Description**
 - **Job Offer** letter and responses

The supervisor will notify the insurance carrier of any changes in the worker's medical or work status as soon as possible.

Physician Condition

Release to Return-to-Work form and a completed Job Description form (if available) will be provided to the worker for completion and/or approval.

- At the time of first medical appointment the Release to Return-to-Work form must be completed and returned to Human Resources. If one is not, Human Resources will request one from the attending physician.
- The completed Release to Return-to-Work form will be reviewed by Human Resources. A 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 attending physician, a written Job Offer letter will be prepared by the employer. It will be mailed in a sealed and certified mail envelope to the worker's last known address or presented to the worker.

The letter will note the doctor's approval and will explain the job duties, report date, work hours, report time duration or transitional work assignment, phone number, and location of the transitional assignment.

The worker will be asked to sign the bottom of the Job Offer letter indicating acceptance or refusal of the transitional work assignment.

Copies of the Job Description, Work Release, and Job Offer letters will be forwarded to the insurance carrier.

Supervisor

The supervisor will monitor the worker's performance to ensure it does not exceed the worker's physician release.

The supervisor will monitor the worker's recovery progress through regular contact to the supervisor will assess the College's ability of changes in physical capacities.



Dr. Charles Terrell, PRESIDENT



DATE



Worker signature

Date