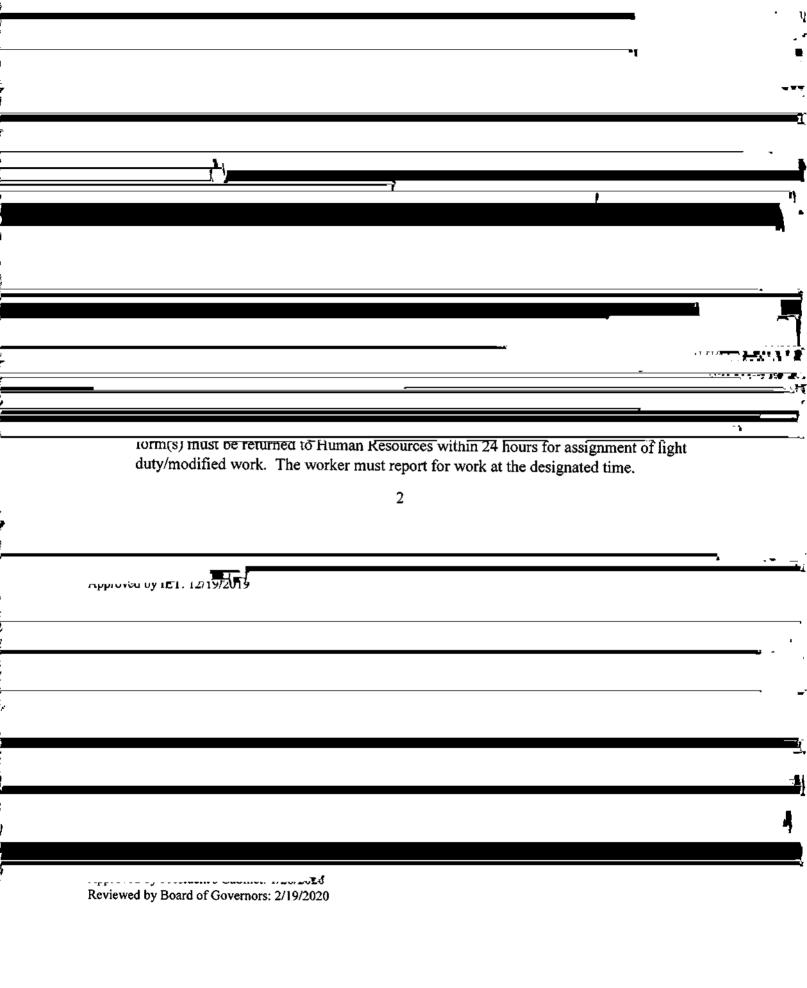
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	physical abilities, the business needs of Eastern, and the availability of transitional work. Definitions:	1.J.J.
	Occupational Injury-an accident arising out of and in course of employment.	
	Transitional Duty-accommodating an injured employee with 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:	
	1 Approved by IET: 12/19/2019	
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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
 - o Completed Release to Return-to-Work Form from attending physician and medical documentation, if appropriate
 - Completed transitional/modified or regular Job Description
 - o 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.

Approved by IET: 12/19/2019

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physical syndition

- Ase to keturn-to-work for and a completed Job Description form (if and/or approval.
- At the time of first C. 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.
- outained from his antefree design alysics of the evidence and approval.

Job Offer letter

- Son receipt of a signed temporary/transitional Job Description form from the attending from the attending form from the attending form from the attending from the a
 - The letter will note the doctor's approval and will explain the job duties, report date, and hour hour tities advanting or fransitional work assuignment, phone number, and location of the transitional assignment.
 - . The worker will be asked to a the bottom of the lot of for latter indirection of the latter of the latter work assignment.
 - Copies of the Job Description. Work Releases Job Offer letters will be forwarded to insurance carrier.

Supervisor

- the supervisor will manifer the worker's newform and to see the worker's significant telease.
- The supervisor will monitor the wo servisor progress through regular contact to esupervisor will assess the College's

of changes in physical capacities.

Dr. Charles Terrell, PRESIDENT

DATE

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Approved by IET: 12/19/2019

Reviewed by Board of Governors: 2/19/2020

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Worker signature	Date	

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Approved by IET: 12/19/2019 Approved by President's Cabinet: 1/28/2020 Reviewed by Board of Governors: 2/19/2020