Modified Duty Program Highlights

I. Develop policy and give verbal presentation at next company meeting.
   A. Humanistic and business reasons. (President)
   B. Establish that jobs are temporary by design and will be evaluated accordingly. (President)
   C. State that restrictions are 24 hours per day unless otherwise indicated. (President)
   D. Discuss benefits to employee. Make certain that the Early Return to Work policy does not conflict with other company policies. (Human Resources)

II. The policy should be distributed and incorporated into the appropriate company manuals and employee handbooks. Employees should sign off indicating they have received a copy of the policy. (Human Resources)

III. Establish lines of communication.
   A. Employer to treating physician.
   B. Current job description. (Supervisor and/or Human Resources)
   C. Company light duty program. (Supervisor and/or Human Resources)
   D. Light duty jobs available. (Loss Review Committee, Ergonomic Committee, Supervisor, and/or all of the above)
   E. Encourage treating physician to review job task by either providing a videotape of the task being performed, or arranging for an on-site visit to review job task first hand.
   F. Assure physician that the employee and the employee’s supervisor will not exceed restrictions. (letter from President, or contact from Human Resources)
   G. Managers and Supervisors
   H. Determine what tasks the employee can perform, and modify light duty tasks accordingly.
   I. Maintain weekly status report for supervisors and management detailing which employees are on restricted duty.

IV. Employee and Employer responsibilities throughout the injury cycle.
   A. During employee orientation the policy should be presented and gone over in detail. (Supervisor and/or Human Resources)
   B. Post injury, the employer and employee should understand their respective roles regarding:
      1. Employer’s responsibility for communication to treating physician about light duty programs available. (Supervisor and/or Human Resources)
      2. Employee’s responsibility to keep all scheduled medical appointments. (Supervisor and/or Human Resources)
      3. Employee’s responsibility to keep employer informed concerning the status of the medical treatment.
      4. Employer’s responsibility to make employee aware of the affects of changing medical treatment status.

V. Preferred order of modified duty work.
   A. Return the injured employee to his or her assigned job. Accommodation of restrictions would include the reassignment of those job duties which would fall outside the treating physician’s recommendations. (Human Resources and/or Supervisor)
B. Assign the injured employee to a modified work position within his or her department. If the modified work is projected to be four weeks or less, the manager of the injured employee’s department shall be responsible for providing modified work within the department. (Human Resources and/or Supervisor)

C. Assign the injured employee to modified work in another department. (Human Resources and/or Supervisor)

VI. Maintain weekly contact with the injured employee to demonstrate concern and to evaluate upcoming medical treatment and changes in work restrictions. (Human Resources)