

Workers' Compensation Return to Work Policy

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**Early Return-To-Work Policy Statement:**

To all employees:

It is the policy of Stafkings to maintain and support an Early Return-to-Work Program. This program is designed to minimize the disruption and uncertainty that can accompany an on-the-job injury for both the company and our employees.

It is our goal to maintain a safe workplace for our employees. When an injury does occur, our Early Return-to-Work Program helps make the process of returning to work as smooth and efficient as possible. This process includes the employee, doctor and supervisor to ensure your health and recovery is always given top priority. Our priority is to return employees first to their pre-injury job if possible.

When an on-the-job injury occurs, you can expect prompt medical attention. If the injury results in a prolonged absence from work, you may be a candidate for our Early Return-to-Work Program. This program offers a medically approved light-duty transitional assignment in anticipation of a return to full duty, or vocational rehabilitation, if possible.

The success of this program is the responsibility of everyone in the company from top management to every employee. Only by working together can we provide a safe and secure work environment.

Everyone should be alert for potential accidents and strive to eliminate them. If you are aware of an unsafe act or condition, it should be reported immediately to your supervisor to be addressed. This action may prevent an injury from occurring. If an injury does occur, the injury must be reported immediately to a supervisor.

Thank you for your cooperation and assistance.

## Workers' Compensation Return to Work Policy

### Procedure:

#### **1. Post Injury Management Planning:**

- a. Supervisor discusses with HR the option of sending a letter to occupational medical facility to explain company policy and nature of employee's job description.
- b. A list or bank of transitional or modified jobs or volunteer work is created with limited job offer letters sent or given to employees.

#### **2. Return to Work:**

- a. Employees report and fill out an Incident Report with their supervisor with all work-related injuries within 24 hours or ASAP.
- b. Orientation for all employees includes the employee injury reporting hotline as 800-697-9675
- c. Within seven (7) days of the lost-time work-related injury, our injury coordinator will generate a letter to the attending physician, if employee is no longer treating with occupational medical facility, with a copy to the employee
- d. Upon receipt of the attending physician's medical assessment as the employee's capability for those employees needing job modified duties, the HR representative will work with the employee's Supervisor or Manager to return the employee to work. Where practical, the employee will work at his/her own job site location. If it is not feasible to work in their site location, the employee will be assigned elsewhere within the organization. No employee returned to work in a modified capacity would displace any other employee.
- e. Regardless of work assignment or number of hours, the employee will keep their prevailing rate of pay and benefit eligibility for a period of up to twelve (12) weeks.

**Procedure:** (Continued)

Whenever possible, modification of job duties or transitional duties will be made as necessary to accommodate the employee's changing physical condition.

After 12 weeks, if the employee has not already returned to their regular position, our HR staff can ask W/C Insurance company to review the employee's medical prognosis to determine which cause of action is appropriate.

All cases will be reviewed individually, and the outcome will be determined based on the specific facts at hand.

However, if a modified or transitional job offer is made to an employee within their medical limitations and they choose not to return to this modified or transitional duty job, this would be considered "voluntary withdrawal from the workplace". A job offer letter will be sent to those out of work employees as applicable.

**Communication:**

Your Supervisor and/or Human Resources communicates with the injured worker, the treating physician, and the insurance company on a regular basis. This is done weekly or monthly depending on the severity of the case and the circumstances. The contact is made in order to obtain updated status and then communicate that status with the injured worker always with the intent towards accommodating any restrictions.

At new orientation, the Return-to-Work Program is communicated to all new employees and as needed at employee meetings and training, as well as the roll-out of the benefits program.

Our company is committed to Return-to-Work Program. Our priority is to return the employee to their "normal or pre-injury" job. Our secondary goal would be to return the employee to a pre-determined transitional duty job for which we have assessed a functional capacity.

**Involvement:**

The Return-to-Work Program is reviewed yearly by management to seek involvement in terms of suggestions for roll out or promotion. The employee representative has been and will continue to be involved in the implementation of the Return-to-Work Program. They will assist our HR Manager when the HR Manager is out with the implementation and roll out.

**Involvement: (Continued)**

After we have determined your restrictions and that we can accommodate the restrictions, a job offer letter will be sent to you at work or at home outlining the job, the pay, any special training, etc. We would then ask you to report for work on the day and time listed on the letter. When you do return to a transitional duty job, your supervisor will sit down with you and outline our individual return to work plan for you. This may involve additional equipment, additional safety training, and answer any questions you might have about this transitional duty. Again, our transitional duty is limited in time and our ultimate goal is to work with you and visit your physicians on achieving your pre-injury physical status.

All transitional duty jobs will be comparable in nature and earnings to your pre-injury job and will not present any undue burden. If there is a permanent disability, we will partner with our workers compensation insurance carrier who will offer a vocational assessment and provide vocational services if needed in order to retrain you to a suitable alternative job if you cannot return to either a pre-injury job or transitional duty job.

**Promotion:**

Your Return-to-Work Program procedures are listed in our handbook as a "benefit" to you. This Return-to-Work Program will be discussed at employee meetings.

**Measurement Criteria:**

At the end of the calendar year, we will look to the OSHA 300 log to determine the number of transitional duty days this year compared to last year. Our goal is to always have more transitional duty jobs versus days away from work. If we do succeed in having a greater number of transitional duty jobs, this will measure the results that we hope to achieve with this comprehensive Return-to-Work Program.

A contact for any questions you might have regarding the program is our human resource manager who can be contacted at 315 432-5636 x108 or 607-772-8080x 120.

**Vocational Rehabilitation:**

We will evaluate each case and in conjunction with our workers compensation carrier, offer vocational rehabilitation if needed.