

EMPLOYEE RESPONSIBILITIES

During a Work Comp Injury or Illness

SIG is committed to providing modified or alternate work for our industrially injured employees while they recover. As in sports medicine, studies show that workers who continue with as much normal activity as possible recover faster and have a better result than workers who sit home without activity. In addition, an early return to work helps your District control its' Workers' Compensation costs so that money is available for other things such as salary increases, supplies, and staffing.

Please help us to help you by cooperating with our efforts to obtain information from your treating physician in the event you should require modifications to your job after your work injury, and stay in weekly communication with your District contact and immediate supervisor to update your physical status weekly.

Whenever you visit an Occupational Health Clinic, your doctor or a Physician's Assistant will give you a copy of your status report to take back to your employer.

- It is your responsibility to read and make sure you understand the restrictions your doctor sets for you during the week between visits. It is your responsibility to clarify any restrictions that aren't clear to you, and to submit a copy of the status report to your supervisor upon your return to work.
- It is your responsibility to make your follow-up appointments before or after work wherever possible. Please note Workers' Compensation insurance **does not pay for work hours missed for medical appointments.**
- It is your responsibility to attend all scheduled medical appointments or physical therapy until you have reached "maximum medical improvement" and are released from care.

If your supervisor cannot modify your job to fit your restrictions, your District office will be notified and they will offer you a Bridge assignment wherever possible. SIG utilizes the OUR System Return-to-Work Program to accommodate workers with industrial injuries. OUR System is an acronym for Optimal Utilization of Resources, and it is a bank of **temporary** alternate jobs that have been identified and assigned physical capacity guidelines that will help your doctor choose the right level of activity for you at any given time. The jobs are called Bridge assignments because they "bridge" the gap between injury and recovery, and are designed to provide a measure of occupational therapy and work hardening while you recover. Norm Peterson and Associates, industry leaders in Return-to-Work programs have developed all Bridge assignments. You can be assured that any job you are offered has been developed to accommodate restrictions for your specific injury.

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- **During modified duty or Bridge assignments, all regular personnel policies and procedures apply** regarding performance of job duties, attitude, and attendance. While you are recovering, you must notify your supervisor of any scheduled medical appointments, and you must return to work promptly following your medical appointments. You will be expected to submit a copy of your status report to your supervisor (either your usual supervisor for a modified job, or your acting supervisor during a Bridge assignment) until you are released to return to your usual and customary job.
- If you begin a new job and find you are not able to physically perform the job duties, it is your responsibility to notify your supervisor immediately and return to the doctor for an adjustment in your restrictions. All jobs offered to you during your recovery will be based solely on the physical limitations set by your medical doctor.
- You are required to report for work when you have been released to modified duty.
- If your District cannot modify your current job, and you are offered a Bridge assignment, you may decline the assignment. Please note that when a Bridge assignment is available and you choose to decline the assignment, **you will not be paid temporary disability benefits for that period.**

I have read and understand the conditions of my employment during a work injury or illness.

Signature

Date