

## **TOWN OF AMHERST RETURN-TO-WORK POLICY**

This policy addresses the Town of Amherst's deliberate, organized effort to return injured employees to productive employment as early as possible, compatible with physical restrictions and good medical practices.

A strong return to work effort yields several benefits including:

- acceleration of the injured employee's recovery;
- maintenance of an experienced workforce;
- reductions in future insurance costs; and
- improved employee relations.

The Town's first responsibility is the prevention of occupational injury and illness. Despite all best efforts, injuries and illnesses do sometimes occur. It then becomes the Town's responsibility to mitigate the impact of the injury or illness on both the employee and the Town. The Town of Amherst is committed to providing transitional work, on a temporary basis.

Transitional work is defined as:

- Appropriate work to allow the resolution of the injury and to prevent re-injury.
- Modification of the job according to the medical limitations.
- Setting a positive atmosphere and letting employees ease back into a routine by adjusting work expectations/encouraging employees to adhere to therapy schedules, and explaining the need for transitional work to the employee's co-workers to reduce peer resentment.
- Since make-work projects are of little or no value, a meaningful job.
- Work assignments that are temporary. Temporary transitional work assignments will be reviewed every seven days.

### **Procedure**

1. The employee's supervisor shall review written correspondence from a medical provider which identifies specific employee restrictions.
2. The supervisor shall review these physical restrictions and plan tasks for the employee on a temporary transitional assignment.
3. The supervisor and employee will meet to discuss the temporary transitional work assignment.
4. The employee shall provide documentation signed by a medical provider to the supervisor as to any changes in the injured worker's physical restrictions.
5. The supervisor will re-evaluate all temporary work assignments every seven days.