

City of Red Bluff
Administrative Policies & Procedures – Personnel Manual

Subject: Return to Work Program Policy		Number: 22-42
		Effective Date: 10/17/2023
Departments Affected: All		Supersedes (Number/Date): Return to Work Program 2/02/2016
Authority: Section 2.82-A. Red Bluff City Code	File References:	
	Approved: Approved by City Council on: 10/17/2023	

Overview: The City of Red Bluff is committed to returning employees who are disabled as a result of an industrial injury back to modified/alternative work as soon after the injury as reasonable. The City will engage in an interactive process with the injured employee to clearly identify the employee’s work limitations and to discuss how they may be reasonably accommodated in the workplace. This will be accomplished by temporarily modifying the employee’s job duties or by providing the employee with alternative work. The employee’s medical condition, along with any limitations or restrictions given by the treating physician, will be considered a priority when identifying the modified or alternative position.

The Return to Work Program is designed to be temporary. At no time should a modified/alternative position be deemed to be a permanent assignment. At the 90 day point, the City will re-evaluate the employees’ limitations and whether they can continue to be reasonably accommodated. Modified duty may be extended at 30 to 45 day intervals.

For direction on return to work for non-work related injuries or disabilities, please reference AP&P 22-47: Reasonable Accommodations.

Applicable to: This program applies to all employees of the City.

Guidelines: This program is intended to provide our employees with opportunities to continue as valued members of our staff while recovering from work related injuries. We want to minimize any adverse effects of an industrial injury to any of our employees. This program is intended to benefit injured employees by promoting speedy recovery and allowing them to maintain their work patterns and income. The City benefits by having our employees retain work skills and contributing to our overall productivity.

The Human Resources Department will maintain all injury reports and records for the duration of the disability leave.

Human Resources will act as a liaison between the City, the injured employee, the physician, and our claims administrator. Human Resources will make sure that all paperwork and forms have been properly handled and submitted to the appropriate parties.

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Human Resources will approve all proposed modified/alternative assignments, in conjunction with the Department Head. Human Resources will oversee the coordination between different departments if that becomes a condition of the modified/alternative work.

Human Resources will monitor the modified or alternative work and gather any additional information that may be needed to properly handle the return-to-work efforts.

The industrially injured employee will have their primary treating physician (PTP) fax or email current restrictions/modification requests to Human Resources at (530) 527-7036. Once received, Human Resources staff shall initiate the interactive process with the employee.

The injured employee's supervisor will work with Human Resources to review work restrictions and provide reasonable modification to job duties or alternative work. If none can be provided from the injured employee's department, then a position in another department may be considered. If no modified job duties or alternative work are reasonably available, the employee will be off work until modified job duties or alternative work become available, or the employee's restrictions are changed/improved.

Medical Visits:

The attending physician will be notified on the first visit, that reasonable modified/alternative work may be provided. The physician will be asked to provide specific work restrictions for the injured worker and communicate those restrictions to Human Resources. Human Resources and the claims administrator will work closely with the physician to facilitate a return to work as quickly as possible.

The injured employee will follow up with their physician as appropriate for the injury, but not less than every 45 days while on modified duty until they are returned to full duty or found to have reached Maximum Medical Improvement.

Employee Responsibilities:

If an injury occurs on the job, the employee is required to report the injury to a supervisor immediately and if treatment is required, the employee will seek attention at the employer's designated facility. In an interactive process between all parties, the employee's physical restrictions and limitations will be discussed and reviewed. Depending on the severity of the injury, the employee will be expected to return to the work site the very same day (or as soon as possible) to report the physician's findings and to discuss modified/alternative work. The employee, the supervisor, and Human Resources will review the restrictions/modifications request and, if applicable, complete the "Transitional Work Agreement". If the employee is not able to return to work, a meeting will be set immediately after the next physician appointment.

Upon returning to work, it is the employee's responsibility to keep their activities within the physical limitations set forth by the physician. The employee will perform only those duties assigned to them and will immediately inform their

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supervisor in advance of any medical appointments. The employee will keep their supervisor informed of their recovery and ability to perform their assigned work duties.