

## VENTURA COUNTY OFFICE OF EDUCATION

**ADMINISTRATIVE  
REGULATION NO. 3514.4**

**ADOPTED: 02/14/96**

**CLASSIFICATION: General Administrative Policies**

**REVISED: 05/05/08**

**SUBJECT: Modified Return-to-Work Program for Industrial Injury**

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### **I. PRELIMINARY PROCEDURES TO BE PERFORMED BY VCOE:**

- A. Risk Management Specialist will locate, monitor and place injured employees in temporary modified assignments.
- B. Inform employees and medical treatment facilities of the temporary modified assignments.
- C. Develop alternative modified work assignments or determine job modifications.
- D. Discuss the importance of the value of the program to supervisors. They will be paramount to effective supervision of the employee while in a temporary modified assignment.

### **II. OPERATING PROCEDURE:**

- A. A report of the employee's work injury is completed on site and forwarded to the Human Resources office.
- B. The employee is sent to the designated medical facility. The designated medical facility will know that VCOE has modified work assignments available.
- C. The employee receives treatment and is returned to work with work restrictions.
- D. Every effort will be made to fund a temporary modified work assignment within the parameters indicated by the treating physician for work restrictions.
  - 1. If the medical report and/or modified duty order lists restrictions, a conference is held between the Human Resources Department designees, employee and supervisor to determine if the employee can return to his/her regular job within the restrictions, or if a temporary light duty assignment is available within the department the employee can fill. Employees will sign off on a temporary modified work agreement.

2. If no temporary modified assignments are available on site, the Risk Management Specialist will attempt to provide an assignment within the work restrictions in another department within VCOE.
  3. If no modified assignments can be found, the employee will be placed on temporary disability, sick leave or other available leave until an appropriate modified position within the restrictions is found, or restrictions are lifted.
- E. A letter or memo notifying the employee of the temporary modified assignment must always follow the oral notification.
- F. If the employee refuses the work in the temporary modified assignment, no temporary disability payments are payable, and sick leave, or other leaves will be subject to approval by the Human Resources Department.
- G. Supervisors are the key to the success of this program. On the first day an employee reports for a modified work assignment, the following should be done:
1. Welcome the employee and introduce him/her to other workers. Be sure the employee knows where the restrooms and break rooms are.
  2. Explain that he/she is "here to give extra help for a short time."
  3. Remind the employee that you want him/her to be sure that the restrictions are followed.
  4. Check on the employee periodically to make sure he/she is comfortable.
  5. Modified Return-to-work time sheets must be completed during the entire time of the assignment. These should be sent to the Modified Work Coordinator who will forward a copy to the regular site for attendance/payroll purposes.
  6. Check with the employee regarding the scheduling of medical appointments. Often, these can be scheduled at the end of the day; however, sometimes it is best to schedule them earlier to "break-up" the physical demands of the assignment. Decisions should be handled on a case-by-case basis.
  7. Make the employee feel needed and that his/her efforts are appreciated. Both the employee and other workers should know that the work being done is of value to VCOE.

### III. TYPES OF TEMPORARY MODIFIED ASSIGNMENTS:

If medical restrictions are for a short period of time, the regular job duties can be modified to accommodate the employee's restrictions. If not, there are usually tasks that can be performed within VCOE.