POLICY:
In compliance of [RCW 41.06.490, State Return to Work Program], Renton Technical College believes it is in the best interest of the institution to ensure a safe and healthy workplace and to facilitate the expedient return of all employees to full duty after they have been absent due to an injury, illness or other condition. This policy shall be applied in situations when an employee is restricted in the performance of their regular duties due to a personal injury, illness or medical condition or due to a work-related injury or illness. New employees will be informed of this procedure as part of the orientation process.

Definitions:
Occupational (or Job-Related) Injury – An injury that is sustained while on work time, doing College business. One does not have to be on College property to sustain a job-related injury.

Occupational Illness – An illness developed as a result of one’s job.

Modified/Transitional Duty – accommodating an injured employee with work restrictions as set forth by the attending physician. Human Resources determines if the College is able to accommodate the medical restrictions, in consultation with the supervisor.

Stay at Work Coordinator – A member of the Human Resources Department assigned to managing the process.

PROCEDURE:
For occupational injuries or illnesses, the employee shall notify their supervisor as soon as possible after the occurrence, and follow the procedure outlined in Policy and Procedure 4.16 - Workers’ Compensation/On the Job Injury.

For non-occupational injuries, an employee shall notify their supervisor as soon as possible after the personal injury or onset of the illness or medical condition that restricts the performance of the employee’s regular duties. It is the responsibility of supervisors to notify Human Resources of all medical and military leaves that they become aware of in a timely manner per Policy & Procedure 4.3 Family and Medical Leave. Human Resources will make the determination concerning whether or not a leave is covered under the Family Medical Leave Act (FMLA) upon receipt of the appropriate certification. A Fitness for Duty Certification will be required from the employee’s physician prior to returning to work. This return to work process requires coordination with a member of the human resource team to determine if return to work options through the reasonable accommodation process apply.
Every effort will be made to assign employees to positions within their same classification, so that the individual will be performing duties similar to those performed prior to the injury. The option will be determined by Human Resources and require approval of a qualified medical authority.

Opportunities will be considered first within the same work unit. If the on-the-job injury precludes the employee from performing modified/transitional duties within the original work unit, assignment to an alternative work unit may be considered.

**Return to Work Options:**

Released to Return to Work with No Restrictions – If the employee is released to return to work and can perform the essential functions of their pre-injury position, the attending physician will provide a Fitness for Duty Certification to Human Resources who will then coordinate a start date for the employee to report back to work.

Release to Return to Work with Restrictions – If the employee is released to return to work with restrictions, the attending physician will provide a Fitness for Duty Certification indicating the specific restrictions and Human Resources will determine if the College is able to provide modified/transitional duty for the employee.

**Responsibilities:**

Employees are to promptly report all accidental injuries or work-related illnesses to immediate supervisors or designees.

Supervisors or designees must report any accidental injuries or work-related illnesses within twenty-four (24) hours of occurrence to Human Resources.

Supervisors or designees are responsible for being informed partners to assist in the resolution of their injured worker’s claims. The supervisor is to maintain periodic contact with the Human Resources Stay at Work Coordinator concerning the injured worker and the anticipated date of return.

Human Resources is responsible for coordinating the College’s efforts to return the employee to an appropriate position, in consultation with the supervisor or designee.

For work related injuries and illnesses, the Stay at Work Coordinator will:

1. Establish a college file for each injured worker;
2. Establish a return-to-work transition plan for each injured worker;
3. Document any activity in the case;
4. Communicate with the injured worker and provide all necessary information and required paperwork;
5. Communicate with the Department of Labor & Industries, representing the College’s efforts to return the injured worker to work;
6. Perform a job analysis, and complete a position description, when applicable, with the assistance of the supervisor;

7. Communicate with the physician to obtain specific information on any physical limitations imposed on the employee as a result of the on-the-job injury, the anticipated date of return, and the schedule and restrictions imparted as part of the return-to-work transition plan back to full and regular duties;

8. Coordinate, as needed, with the supervisor and the Department of Labor & Industries vocational counselor to establish job modifications and a return-to-work transition plan based on the physician's requirements;

9. Communicate the return-to-work plan and conditions to the employee. Explain job requirements, and if applicable, any modification to the duties; and,

10. Confirm the return-to-work assignment in writing to the employee and the Department of Labor & Industries.

11. Work with the Department of Labor & Industries regarding possible cost reimbursements through the Stay at Work Program.