



“Model”* Return to Work Policy

Workers Comp claims costs continue to rise and are a major expense to our city. There are several methods of controlling claims costs, but **one of the most effective methods is returning employees to work as soon as possible.**

The responsibility of the physician is to determine what, if any, restrictions apply to employees who are injured. **It is the City’s (county, community college, etc.) responsibility to determine if there is work available within the physician’s work restrictions.**

It is the policy of the City of _____ to aggressively return employees to work, within the restrictions provided by the physician. Department heads, managers, and/or supervisors will be responsible for finding productive work for each injured employee. Assistance for this effort is available through our work comp carrier, KMIT, and its contracted representatives, Insurance Management Associates (IMA).

Temporary restricted duty work reassignment need not be confined to the current department in which the employee is ordinarily employed. Pay grade for injured employees will be based upon temporary work assignments.

Returning injured employees to work as soon as possible benefits both the employee and the City of _____, therefore, this policy will be enforced. Any questions concerning this policy should be addressed to _____.

The City (county, community college, etc.) of _____ has identified and created alternative or modified work-duty tasks, and matching a worker’s impaired physical capability from an injury to these tasks can control accidents costs, improve employee morale and productivity, and enhance our “bottom line”.

* **All KMIT entities are strongly encouraged** to adopt this or a very similar policy regarding **Return to Work**. This model policy is available in digital format (Word) by contacting KMIT.