

## KMIT/ARCPT+ Job Analysis 'Pilot Project' Progress

Following approval by the KMIT Board of Trustees in February of this year, KMIT and ARCPT+ ([www.arcpt.com](http://www.arcpt.com)) have been working together on what we have been calling 'the pilot project', toward the establishment of an (optional) **Job Analysis** standardized process for the KMIT pool of cities. (See prior CompControl articles in the Winter [December] 2013 and Spring [March] 2014 editions.)

Over the summer, the team from 'ARC+' has been working with the **City of Wellington** (chosen by KMIT staff because of a number of city trait variables) to develop a specific Job Analysis for each of the *thirteen most common positions (class codes)* in the KMIT pool. Wellington City Clerk **Shane Shields** and HR Director **Jerry Zoglmann**, along with other city staff members, have been terrific partners in this endeavor. That phase of the project is now complete.

Starting in mid-September, those prospective employees being chosen to fill vacant (or new) spots with the City of Wellington will be required to be tested through the KMIT/ARC+ Job Analysis (JA) process on a **post-job-offer** basis.

During this next phase of the project, KMIT and ARC+ will be developing other aspects of the overall process, toward implementation of the system for the rest of the pool, hopefully starting in early 2015.

Currently, the *'rollout' is expected to be on a regional basis*, and will require each city (which so chooses) to work with ARC+ on any modifications of the JA's which may be necessary to match up with what employees in that city actually do. This aspect is not expected to be lengthy or complicated for member cities.

As cities voluntarily come into this new process, each will be agreeing to work with KMIT and ARC+ to *post-offer test each new employee*. The city will use the results to determine whether/if each person being considered for employment is physically able to do the job for which they are being hired. KMIT will then be able to gauge when a person can return to work after being injured, and in what physical capacity, and also be able to determine the extent of any subsequent job-related permanent injury—as a result of the 'baseline' established through the initial job analysis testing.

We expect to be able to announce the timing of the regionally-based, pool-wide introduction of this important and valuable hiring aid to KMIT members by the close of 2014.

## In This Issue

---

### What To Look For:

- Fall Pilot Program
- Farewell to Herb, Larry & Deb
- Renewal Application
- News & Notes
- Safest Cities
- KMIT Injury Stats
- KMIT Balance Sheet
- First Edition Reprint
- Honors to 20-Year & 10-Year Members

Kansas Municipal Insurance Trust  
Board of Trustees & Key Contacts

Herb Llewellyn – President  
El Dorado

Open – Vice President

Keith Schlaegel – Treasurer  
Stockton

Larry Paine - Immediate Past President  
Hillsboro

Tim Hardy  
Elkhart

Randy Frazer  
Moundridge

Michelle Stegman  
Garden City

Megan Fry  
Pittsburg

Debbie Price  
Marysville

Tim Vandall  
Ellsworth

Don Osenbaugh  
Pool Administrator/Agent/Co-Editor

Deanna Furman  
Risk Management Account Manager, Co-Editor  
CORnerstone Risk Solutions, LLC

Renee Rhodes  
Risk Control Consultant, IMA

Gene Miller  
Claims Adjuster, CORnerstone Risk Solutions, LLC

Paul Davis  
President, CORnerstone Risk Solutions, LLC

CompControl and City Safe are publications of the Kansas Municipal Insurance Trust for the purpose of educating and information cities about loss control methods and risk management. If you have any questions concerning KMIT workers' compensation or risk management that you would like to see answered in this newsletter, please direct those inquiries to:

Kansas Municipal Insurance Trust  
6021 SW 29th St. PMB355  
Topeka, KS 66614  
Phone: 785.272.2608  
Fax: 785.231.2678  
deanna.furman@imacorp.com

Copyright 2014 by the Kansas Municipal Insurance Trust. Contents herein are not intended to provide specific legal or medial advice. Readers should seek advice on specific concerns from a qualified professional.

Renewal Applications Due

The annual process of renewing your city's membership in KMIT (i.e., renewing your work comp insurance policy for another year) should be wrapping up. KMIT sent out 2015 renewal application letters during the first week of September.

Specifically, to what person does KMIT send the renewal notice? To the person listed on our information form as the city's designated contact for KMIT. If you have a new person in that spot since last year, it might be a good idea to check in with KMIT Office Administrator Deanna Furman ([deanna.furman@imacorp.com](mailto:deanna.furman@imacorp.com) or 785-272-2608), and be sure the KMIT records match up with your needs.

What did the city receive at renewal time? A renewal packet, including letter with a user ID and password to access your electronic application. If you have ANY questions about anything regarding renewal, please contact Deanna. It is *preferable to KMIT that the renewal app be submitted online*.

Your contact person also received a couple of recent payroll-summary quote pages: (1) the 2014 payroll estimate that your city submitted for renewal last fall—this is your estimate of the amount of expected salary to be paid for everybody who works for your city, by individual class code (position). Important to remember is that the *2014 submittal is only an estimate*, and it is a year old. (2) the most recent actual total payroll audit—the 2013 budget year. It is imperative to understand that, while the amounts shown on this page are actual, they are for 2013, and thus, *are now two years old* (when considering that the current renewal app is for budget/calendar year 2015).

The two above quote copies are for reference only. You should *estimate 2015 payroll as closely and as accurately as possible*. It is in the best interest of the City and of the KMIT pool for cities to do as well as they can in estimating the next year's payroll.

The renewal applications are not the same as premium notice and are now past due. Please **DO NOT send a check with the renewal app**. The premium notices for 2015 will be mailed out around December 1. (The premiums are due and payable when received, and will be considered past due after January 31, 2015).

Please contact Deanna with any and all questions about the renewal application process.



KMIT phone number: 785.272.2608  
**Deanna Furman:**  
Email: [deanna.furman@imacorp.com](mailto:deanna.furman@imacorp.com)  
**Don Osenbaugh:**  
Email: [dosenbaugh@cox.net](mailto:dosenbaugh@cox.net)  
Phone: 316.259.3847

KMIT Honors Newest Twenty- and Ten-Year Members

The following joined the KMIT work comp pool on April 1, 1994, and now, in 2014, become 20-Year members of KMIT: **Altamont, Andale, Atchison, Baldwin City, Bird City, Bonner Springs, Brewster, Centralia, Cheney, Cherryvale, Conway Springs, Council Grove, De Soto, Elkhart, Esbon, Fort Scott, Galena, Glasco, Goodland, Grenola, Halstead, Hoisington, Independence, Jetmore, Johnson City, Kinsley, LKM, Lucas, Maize, Marysville, McFarland, Minneapolis, Moline, Montezuma, Newton, Oberlin, Olpe, Osage City, Oskaloosa, Paola, Park City, Princeton, Rose Hill, Russell, Sedan, Sedgwick, Valley Center, Walton and Wamego.**

In 2004, five cities became members of KMIT, including: **Atlanta, Clay Center, Girard, Grandview Plaza** and **Palco** and, thus, are now ten-year members.

All of these cities will be honored as longtime members of KMIT by receiving a special plaque to display in the city hall of each city, at the upcoming KMIT Annual Meeting, in October.

Congratulations to all. Your commitment to the KMIT group is outstanding, and reflects the best part of our pool, and that is the stability of our collective effort over the long haul.

Admire  
Allen  
Andale  
Atlanta  
Augusta  
Baldwin City  
Basehor  
Belle Plaine  
Belleville  
Bennington  
Benton  
Beverly  
Bird City  
Blue Mound  
Blue Rapids  
Bonner Springs  
Brewster  
Centralia  
Chapman  
Chautauqua  
Cheney  
Cherryvale  
Clay Center  
Clearwater  
Columbus  
Concordia  
Conway Springs  
Council Grove  
Cullison  
Damar  
De Soto  
Douglass  
Eastborough  
Edgerton  
El Dorado  
Elkhart

Esbon  
Eureka  
Florence  
Ford  
Fowler  
Frankfort  
Fredonia  
Galena  
Girard  
Glasco  
Glen Elder  
Goodland  
Grainfield  
Grandview Plaza  
Greeley  
Grenola  
Grinnell  
Halstead  
Hamilton  
Hartford  
Hill City  
Hillsboro  
Hoisington  
Horton  
Jetmore  
Kingman  
Kinsley  
La Cygne  
Larned  
League  
Lecompton  
Lenora  
Lincoln Center  
Lindsborg  
Logan  
Maize

**Safe Cities**

Marysville  
McFarland  
Melvern  
Minneapolis  
Moline  
Montezuma  
Mound City  
Moundridge  
Neodesha  
Neosho Rapids  
North Newton  
Oakley  
Oberlin  
Ogden  
Olpe  
Oskaloosa  
Oswego  
Palco  
Paola  
Park City  
Peabody  
Princeton  
Ramona

Ransom  
Reading  
Rose Hill  
Satanta  
Scranton  
Sedan  
Sedgwick  
Sharon Springs  
Smith Center  
Spearville  
Spring Hill  
St. Francis  
Stockton  
Sylvan Grove  
Tampa  
Tescott  
Tipton  
Turon  
Ulysses  
Valley Falls  
WaKeeney  
Wakefield  
Walton  
Wellsville

Safe Cities are as of 9-1-14. If you would like assistance returning an injured employee to work, or need ideas for modified duty, please contact Gene at 1.800.288.6732 or [kmitclaims@imacorp.com](mailto:kmitclaims@imacorp.com).

KMIT cities are considered Safe Cities if no lost time claims have been reported during the calendar year, beginning 1-1-14.



**[Editor's Note: Bernie Hayen** is regarded by those who know, as the **"Father of KMIT"**. Bernie developed the KMIT concept and provided, or directly supervised, ALL of the 'heavy lifting' in the work-up to the January 1994 birth of the pool—and, absent Bernie's hard work and guidance, it is likely that KMIT would not exist today. Bernie served as a director at the LKM for well over a decade, and was also the first Pool Administrator of KMIT; carrying that title and responsibility until he left, in late 2000, to become Finance Director for the City of Manhattan, where he remains today. Bernie also is a professor of Ethics at K-State, and speaks and gives trainings nationally on that subject.]



## KMIT - An Idea Whose Time Has Officially Arrived

by Bernie Hayen, Director of Special Services

As most League members know, the Kansas Municipal Insurance Trust has officially become another of the League's growing list of member services. This workers' compensation pool, known as KMIT, was granted a certificate of authority to operate within the state of Kansas on December 30th, 1993, by Ron Todd, Commissioner of Insurance, for the State of Kansas. Since that date, KMIT has experienced phenomenal growth.

Starting with an initial membership of only 13 cities, KMIT already boasts a membership of nearly 50 cities with every indication that number will continue to grow. So successful has been the response across the state, that the KMIT Board of Trustees decided to close membership for 1994 as of April 29th. This decision was not only in response to unprecedented and unexpected growth, but also to follow through on a commitment to those cities that have chosen to become KMIT members -- a commitment to provide better claims handling and reporting; loss control procedures; and risk management services than those currently provided to cities through traditional insurance carriers.

The League has already conducted several successful risk management SolutionSessions™ across the state. These sessions focused on the process of claims handling; discussed loss control concepts especially tailored for supervisors; and addressed general workers' compensation issues. The workshops were free of charge to KMIT members, but a surprisingly large number of non-KMIT cities also attended. Two more SolutionSessions™ series are scheduled for the summer and fall of 1994.

The only frustrating aspect of KMIT becoming a new League service has been the protests and innuendos of local insurance agents opposed to the pooling concept in general. Some agents, recognizing that they might lose a client to

the pool, have resorted to half-truths and scare tactics about the assessability feature of pools, bankrupt cities, and the like. These actions only serve to validate the fact that KMIT is a viable - and in many cases less expensive - alternative to traditional workers' compensation insurance. KMIT staff members at the League stand ready to answer any questions or address any concerns raised by local insurance agents.

Once again, membership for the 1994 calendar year will close on April 29th. Please contact the League if you are interested in joining the pool. During your decision process, we encourage you to contact the following communities who have already joined KMIT.

Atchison	Hoisington
Altamont	Holcomb
Baldwin City	Independence
Baxter Springs	Jetmore
Beloit	Kinsley
Bird City	Lindsborg
Bison	Marion
Bonner Springs	McFarland
Brewster	Minneapolis
Centralia	Moline
Cheney	Montezuma
Cherryvale	Newton
Council Grove	Oberlin
Derby	Olpe
Desoto	Osage City
Dodge City	Park City
Elkhart	Princeton
Esbon	Rose Hill
Fort Scott	Russell
Galena	Sedgwick
Glasco	St. Marys
Goodland	The League
Grenola	Walton
Halstead	Wamego

## DON'T MISS THE BOAT!

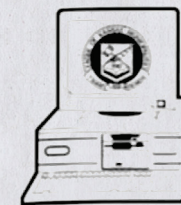
Open enrollment for 1994 for workers' compensation insurance under the Kansas Municipal Insurance Trust (KMIT) will close effective Friday, April 29, at 5:00pm. KMIT is the latest service of the League of Kansas Municipalities - a member-owned, member-operated, group funded municipal workers' compensation insurance pool dedicated to providing Kansas cities with low cost workers' compensation protection along with high quality risk management, safety training and claims management services.

To join the other 49 KMIT member cities in 1994, your city will need to complete the following steps by April 29:

- 1) Contact Bernie Hayen, Pool Administrator, for full information;
- 2) Complete a workers' compensation questionnaire. This questionnaire is used by KMIT to produce a cost quote for your city;
- 3) Join the League if you are not currently a member; and
- 4) By formal action of the city's governing body, resolve to join the pool, adopt the pool's bylaws, and enter into an interlocal service agreement with the League.

Please contact Bernie Hayen, Pool Administrator at (913) 354-9565.

**KMIT.**  
Workers' Compensation Insurance  
for Kansas Cities.



## KMIN Corner

By Harry Herington, Associate General Counsel

**Editor's Note: (Throughout this article certain letters have been bolded within KMIN menu names. The bolded letter is what the user selects to activate that particular menu choice.)**

In an effort to offer additional services, some KMIN menus have changed in recent weeks. KMIN users are now able to search and download Kansas Statutes under **Legal Aid** and access the Internet through the Main Menu. However, the most notable change occurred under the Legislative Services menu. During the legislative session, the **Legislative Services** Menu is the most widely used area on KMIN and, therefore, is the logical focus for this month's column. In order to keep municipal officials as informed as possible on key legislative matters, the **Legislative Services Menu** has been expanded and separated into three legislative menus. This month's column will briefly outline and describe the options located within **Municipal Legislative Services**.

### MUNICIPAL LEGISLATIVE BULLETIN

League personnel are constantly monitoring and updating legislative information, most of which is made immediately available on KMIN. This information, along with key information maintained in state computers, is accessible under the main legislative menu - **Municipal Legislative Services**. Although most city officials receive the League's weekly Municipal Legislative Bulletin in the mail, KMIN users have the ability to access and download it days earlier through KMIN. The bulletin contains information on key legislation, sub-committee hearing schedules and bill briefs of new municipal related

legislative bills. There are several advantages to using the bulletin **online**. For example, all past weekly bulletins are easily accessible, users are able to search electronically for committee schedules or bill briefs of interest and the online bulletin is available days before the hard copy is received in the mail.

### LEGISLATIVE UPDATES

Legislative Updates are posted once or twice a week to alert users of key legislation and actions. Municipal officials are encouraged to monitor the updates as often as possible and inform their legislators of pending legislation that might affect their city.

### LEGISLATIVE BILL TRACKING

Legislative **Bill Tracking** allows the user to closely monitor legislative bills of interest. The past three actions on several bills may be utilized to track bills from various committees or a full history of a bill may be obtained in order to see how often it has been heard and whether it is a politically active bill.

### MUNICIPAL BILL BRIEFS/FULL TEXT BILLS

KMIN users are able to obtain short bill summaries on municipal related legislative bills through **Municipal Bill Briefs**. Simple "key word" searches allow the user to quickly locate bills of interest and acquire a capsulized view. If additional information is desired, the entire bill may be accessed through **Full Text Bills**. All amended versions of a bill are available as well as fiscal impact estimations. If the user requires even more information, a quick search of Supplemental Notes under the **Other Legislative Services Menu** will reveal any bill summaries written by the State Revisor's Office.

### FISCAL IMPACT ESTIMATE

A new and exciting selection is the Fiscal Impact Estimate. Several cities are currently working with the State

### MUNICIPAL LEGISLATIVE SERVICES

#### Municipal Legislative Services

Municipal Legislative Bulletin  
Legislative Updates  
Legislative **Bill Tracking**  
Municipal Bill Briefs - 1994  
Municipal Bill Briefs - 1993  
Full Text Bills  
All Ink Legislative Services  
Fiscal Impact Estimate  
Exit to KMIN Main Menu

Use <Up> and <Down>  
or highlight letter to select.

#### Legislative Services Menu

Legislative **Bill Tracking**  
Full Text Bills  
House Calendar  
Senate Calendar  
House Journal  
Senate Journal  
Download Journals and Calendars  
The Kansas Register  
Other Legislative Services  
Exit to Main Menu

Use <Up> and <Down>  
or highlighted letter to select.

#### Other Legislative Services Menu

Supplemental Notes  
Kansas State Library **Bill Subject Index**  
Kansas State Library Historical Bill  
Subject Index  
Kansas State Executive Appointments  
1994 Kansas State Representatives  
1994 Kansas State Senators  
Exit to Main Menu

Use <Up> and <Down>  
or highlighted letter to select.





# Call to the KMIT Annual Meeting: October 12, 2014

Please make plans now to attend the **21st Annual Meeting** of the Kansas Municipal Insurance Trust (KMIT). The KMIT Annual Meeting will be held at the Hyatt Hotel, in Wichita, during the LKM Annual Conference. The Annual Meeting will start at **4:00 PM on Sunday, October 12.**

The formal business meeting will be called to order by **2013/2014 KMIT President Herb Llewellyn** at approximately 4:25, following a food and drink reception.

The 2014 Annual Meeting will feature recognitions for longevity and performance by member cities, highlighted by awards to those cities who are among the group of **‘Charter’ Cities of KMIT** who are now its first **TWENTY-YEAR Members**. Eight Board of Trustee positions will be filled for the next two years, and President Llewellyn will bring the membership up-to-date on this past year’s activities and accomplishments, along with a bit of a look into the future.

As always, we will be giving away some ‘fun’ *post-adjournment* door prizes, and each attendee will also receive something special in honor of KMIT’s first 20 Years.

ALL KMIT member-city *officials and spouses* are invited to attend.



## Farewell to Herb, Larry & Deb



Herb Llewellyn

Three long-term KMIT Trustees are leaving the Board.

El Dorado City Manager, and current KMIT President, **Herb Llewellyn** is retiring as a KMIT Trustee, after serving nearly five and a half years on the Board.

Hillsboro City Administrator **Larry Paine** was first elected to the KMIT Board of Trustees in October 2007. The term-limit clause in the KMIT Bylaws require that Larry now must step down from the Board. Larry served as President of KMIT from May of 2012 through October of 2013.



Larry Paine

Herb and Larry were key members of the Executive Committee during the somewhat-complex and very time-consuming ‘transition’ from under the umbrella of the LKM, a process that began in the fall of 2011 and which lasted well into 2013 (the ‘separation date’ was 1/1/13). Both gentlemen put in a lot of ‘extra’ time during that extended phase.

**Debra Mootz**, formerly Roeland Park City Clerk/Finance Director, resigned from her city position and also from the KMIT Board in early August, in order to accept a position in the private sector. Deb had served on the KMIT Executive Committee the past two years, and was Vice President at the time of her resignation. Deb was first appointed as a Trustee in December 2010.



Debra Mootz

We will miss Herb, Larry and Deb, and the leadership and commitment each brought to the KMIT pool. They were, and are, an outstanding trio.

# KMIT By the Numbers

## KMIT Injury Stats (As of September 1, 2014)

Department	Count	Total Incurred
Administration	14	\$12,955
Airport	2	\$5,167
Animal Control	6	\$41,417
Cemetery	3	\$28,830
Electric	22	\$814,705
Emergency	6	\$10,244
Fire	39	\$54,717
Maintenance	34	\$425,045
Miscellaneous	7	\$4,996
Park	41	\$64,273
Parks	7	\$32,136
Police	93	\$199,155
Premiere Surgical Institute	5	\$4,578
Recycling	4	\$3,145
Sanitation	21	\$46,261
Street	54	\$168,750
Water	31	\$63,529
Zoo	3	\$1,408
<b>Grand Total</b>	<b>392</b>	<b>\$1,981,309</b>

## KMIT Nature of Injury Totals (As of September 1, 2014)

Nature of Injury	Total	Incurred
Abrasion	31	\$37,657
All Other	14	\$13,665
All Other Cumulative Injuries	1	\$1,300
All Other Occupational Disease	27	\$33,974
Burn - Chemical	3	\$1,309
Burn - Flash	3	\$1,567
Burn - Temperature Extremes	4	\$12,478
Concussion	4	\$1,817
Contagious Disease	7	\$3,549
Contusion	37	\$49,911
Crushing	5	\$40,549
Dermatitis	6	\$6,502
Dislocation	2	\$2,600
Electric Shock	2	\$1,052,500
Foreign Body	18	\$10,991
Fracture	13	\$57,421
Hernia	1	\$27,500
Inflammation	1	\$81
Laceration	34	\$54,511
Puncture	25	\$25,825
Repetitive Motion	4	\$30,232
Respiratory Disorders (Gases,Fumes)	2	\$2,252
Sprain	20	\$108,871
Strain	128	\$404,247
<b>Grand Total</b>	<b>392</b>	<b>\$1,981,309</b>

## KMIT Balance Sheet (As of August 31, 2014)

Assets		Liabilities & Equity	
Checking Account	\$1,949,324	Accounts Payable	-
Investments	\$11,706,606	Excess Premium Payable	-
Accrued Interest	\$138,022	Reserve for Losses	\$3,648,667
Accounts Receivable	\$432	IBNR Reserve	\$3,503,196
Excess Premium Receivable	\$20,417	Deposits on Premium	\$1,924,545
Specific Recoverable	\$247,813	Accrued Taxes and Assessments	\$262,539
Aggregate Recoverable	\$78,943	<b>Total Liabilities</b>	<b>\$9,338,946</b>
Prepaid Expenses	\$192,813	<b>Total Liabilities and Equity</b>	<b>\$14,334,371</b>
<b>Total Assets</b>	<b>\$14,334,371</b>	<b>Total Equity (NET WORTH)</b>	<b>\$4,995,425</b>



## Return to Work: The RIGHT Thing to Do

**Return To Work (programs): "...designed to return an injured, disabled, or temporarily impaired worker to the workplace as soon as medically feasible".**

For some reason, finding a way to get injured employees back to work absolutely as quickly as physically possible sometimes tends to be a stumbling point for some KMIT cities...unfortunately.

The facts are very clear: returning an injured employee to work, in some/ANY capacity has been proven to be FAR SUPERIOR, for an number of reasons, to having them "recover to 100%" at home...Even if the work is part time and/or in a totally different-than-'normal' job, and/or in a different department.

As many studies, over many industries (including cities), over a long period of time, have undeniably demonstrated, the VERY BEST thing that can happen, for the city (or company) AND the injured person, is to get them back to work, in SOME capacity, as soon as he/she is deemed able to do so by the physician in control of the claim. The experts ALL agree on this one.

KMIT expects its member cities to recognize that a STRONG commitment to the Return To Work philosophy, along with a solid, and enforced, policy supporting the concept, is an essential element to maintaining not only a high-performing city-level work comp program, but also to the overall success of the group effort that is the essence of KMIT.

© 2010, 2012 Zywave, Inc. All Rights Reserved.

KMIT has made a model Return To Work policy available to its member cities. For more information about Return To Work, please contact KMIT (IMA) Claims Adjuster, Gene Miller, or the KMIT Pool Administrator, Don Osenbaugh.

### **Return To Work is the RIGHT thing to do.**

For more information, visit:

[www.askjan.org/media/rtwprograms.html](http://www.askjan.org/media/rtwprograms.html)

[www.dol.gov/odep/return-to-work/](http://www.dol.gov/odep/return-to-work/)

[www.asse.org/assets/1/7/Return-to-WorkProgramsArticle.pdf](http://www.asse.org/assets/1/7/Return-to-WorkProgramsArticle.pdf)



Kansas Municipal Insurance Trust  
6021 SW 29th St. PMB355  
Topeka, KS 66614





# City Safe



Autumn 2014

Provided by: Kansas Municipal Insurance Trust

## Return to Work Program

Workplace accidents are unfortunate events that can disrupt both your physical and financial well-being. In the event of a work-related accident, our Return to Work Program will help you transition back into a productive role as you recover from your injury.

If you are injured as a result of your job, the Return to Work program is designed to get you back on your feet and return to your job as soon as possible. You benefit from the program by:

- Being able to perform meaningful work despite your physical restrictions while recovering
- Maintaining your income level
- Retaining status within the company
- Avoiding the boredom associated with long periods at home recovering
- Not missing important company announcements, events, meetings and other goings-on
- Maintaining body conditioning and helping return to your pre-injury strength and condition level
- Quickening your recovery process

### Modified Duty

Modified duty work is an important part of the rehabilitation process that allows you to maintain a certain level of activity within your physician's prescribed restrictions. Modified duty work combined with physical or occupational therapy is the best method for moving you along on the road to recovery.

In addition, modified duty is crucial to your successful return to your regular job after an injury. We have identified numerous modified duty positions within our organization. These positions will be considered when accommodating temporary work restrictions.

If you have been injured on the job, we will attempt to place you in one of the modified duty positions in our job bank as soon as we receive a Return to Work release form from your doctor. You will be placed in the position that best falls within your temporary work restrictions.

© 2010, 2012 Zywave, Inc. All Rights Reserved.



**For more information on the KMIT Safety Program, please contact:**

**Renee Rhodes**  
**[renee.rhodes@imacorp.com](mailto:renee.rhodes@imacorp.com)**  
**316.250.2121**







# City Safe



Autumn 2014

Provided by: Kansas Municipal Insurance Trust

## Personal Protective Equipment

It benefits everyone.

Like athletes on the football field, you must also wear protection when doing your job. These items are designed to keep your body safe and protected from hazards that you may encounter. Some personal protective equipment (PPE) includes ear plugs, hard hats, safety shoes, respirators, splatter aprons and safety goggles.

Here are some recommendations for effectively using PPE:

- Always wear PPE—even if you think it's a nuisance to put on or feels a little bulky.
- Make sure the equipment fits properly and does not cause you any pain. If it does, alert your supervisor to get it refitted or to have the equipment adjusted.
- Attend any PPE training sessions and properly care for and clean your PPE.

Obtain new PPE if something is damaged or worn. Damaged equipment will not provide needed protection.

*© 2010, 2012 Zywave, Inc. All Rights Reserved.*



### Did You Know?

When it comes to safety glasses, workers can be as stylish as they are protected. There are even protective safety sunglasses made in many fashionable designs for outdoor workers to remain safe.

