Kenyon-Wanamingo ISD 2172
Return to Work Program

Policy Statement

Kenyon-Wanamingo Public Schools, ISD 2172, is committed to providing a safe and healthy working environment for all employees. As part of this commitment, we shall make every reasonable effort to provide suitable temporary employment to any employee unable to perform his or her job duties as a result of a workplace injury or illness. This may include a modification to the employee's original position or providing an alternative position, depending on the employee's medical restrictions, providing that this does not create an undue hardship to Kenyon-Wanamingo Public Schools. This program applies to all employees with work-related injuries and/or illnesses.

Only work that is considered meaningful and productive shall be considered for use in the return-to-work program. Employees placed on a return-to-work plan will be expected to provide feedback in order to improve the program. All employees, regardless of injury or illness, will be considered for placement through the return-to-work program.

Medical Treatment

The employee's supervisor will notify the RTW Program Coordinator. For non-emergency treatment Kenyon-Wanamingo Public Schools prefer the injured employee seek medical attention and consultation at Olmsted Medical Center, 217 Main St., Wanamingo, MN (507) 824-2217; however, the employee can choose to go to their own clinic. In the event of a serious emergency, 911 will be called and the injured employee taken to the nearest emergency medical facility.

Transitional Work

The Kenyon-Wanamingo Public Schools has identified a list of transitional work tasks for common work restrictions. This list of ideas for common work restrictions can be found on the **Transitional Work List**. This list will be used with the medical provider's restrictions to find work for all recovering employees. The work may consist of any combination types below and will be modified as the restrictions are changed.

Regular Work. If the medical restrictions do not exceed the recovering employee's regular job requirements, the employee can return to his or her usual job. If not, evaluate modified work options.

Modified Work. If the medical restrictions do exceed the recovering employee's regular job requirements, determine if changes can be made to the job to accommodate the employee. For example, an employee with a 20-pound lifting restriction will not be able to complete a job requiring him or her to lift a 30-pound box. We will attempt to work with this restriction using controls such as hoists, or by having another employee perform the lifting task in the interim.

Alternate Work. If job changes are not feasible, determine if other jobs are available within the facility that fall within the employee's restrictions. This may include jobs such as quality assurance inspections or non-routine jobs like filing papers or painting.

Transitional Work allows an employee with temporary work restrictions to work in a modified capacity for a defined period, while recuperating from an illness or injury.

Program Responsibilities

Management. The management of Kenyon-Wanamingo Public Schools is committed to our overall safety program, including our return-to-work initiatives. Management supports this program and pledges their financial and leadership support.

Superintendent. The Superintendent is the primary contact for the Return-to-Work Program. The Superintendent and/or designee will:

- Ensure prompt, quality medical care is available and offered to injured employees.
- Work with team members to identify transitional work tasks for injured and recovering employees.
- Maintain all return-to-work records and communications in a folder separate from the employee's HR folder.
- Train supervisors and employees on the program annually or when employees are assigned to a new role or responsibility.
- Review the Return-to-Work Program annually and make any needed changes or updates.
- Arrange for medical providers to tour facilities, if requested.
- Record injured employee's transitional work hours in **Appendix I** and send to insurance company.

Supervisors. Our supervisors play an active role in the success of our Return-to-Work Program. Supervisors will:

- Assist Superintendent in identifying transitional work options.
- Follow all the steps outlined in **Appendix G** when an employee is injured**.**
- Assign employees with job-related restrictions to transitional work within their prescribed restrictions. *(Under no circumstance should an employee be assigned to work that exceeds the medical provider's restrictions.)*
- Ensure all employees with job-related restrictions are adhering to their restrictions.

Injured Employees. Every effort will be made to assist the injured employee in returning to his or her regular position as soon as it is medically safe to do so. To assist in this effort, employees must do the following:

- Follow all the steps outlined in **Appendix H** if injured on the job.
- Attend all scheduled medical, therapy and other related appointments, and follow all medical advice.
- Provide their supervisors and Superintendent with information about their work restrictions or changes to work restrictions (this includes release to full duty with no continuing restrictions).
- Only perform work activities within the restrictions – both on and off the job. If problems develop, even for work within the current restrictions, employees must notify their supervisor immediately.
- Perform assigned transitional work. Note: the injured employee may or may not be working in the same position or even in the same department.

Permanent Job Modifications

In the event an injury results in permanent medical restrictions, we will work with our insurance carrier to determine the best course of action. In some cases, this may include reasonable accommodation made to the worker's regular job or the placement of the employee in a position that is suitable to their permanent restrictions.

Training

All employees, including new hires will be trained annually on this program. Training should include the following topics:

- Purpose and detail of the Return-to-Work Program
- Where to go for treatment if injured on the job
- How to report any work restrictions prescribed by the provider
- How to report any concerns with performing transitional work duties

Revision History

Adopted by School Board: February 28, 2022
Revised/Reviewed: 12/11/2023
Latest Reviewed: 7/28/2025