

FILLMORE CITY RETURN TO WORK PROGRAM

- I. Policy: Fillmore City is committed providing a safe work environment for its employees. However, if an employee is injured on the job, Fillmore City wants to help the employee heal and return to work as quickly as possible. An injured employee that is able to return to work and be a contributing team member heals faster, the department is more productive, and morale is boosted.
- II. Workers Compensation Coordinator: The city recorder is the Fillmore City Workers Compensation Coordinator (WCC).
- III. Medical Providers: If a life-threatening injury occurs, 911 should be called. Employees with routine, non-life-threatening injuries should be taken by their supervisor to the Fillmore Clinic, or to the Fillmore Hospital emergency room if the clinic is not open. Failure to get the needed medical help could affect the employee's workers compensation claim.
- IV. Injury Reporting: All injuries, no matter how minor, must be reported immediately to the employee's supervisor. Supervisors report these injuries to the Workers Compensation Coordinator, who begins a workers compensation claim and helps to arrange medical care. All injuries must be reported the day they occur. Failure to report injuries could jeopardize coverage of the injury.
- V. Post Injury Procedures: After receiving medical treatment, these steps must be taken:
 - a. Employee and supervisor deliver all paper work from the medical provider to the city recorder.
 - b. The city recorder and the supervisor review any restrictions given by medical provider with the injured employee's job description to determine if the employee's normal duties meet the restrictions. If not, a Restricted/Light/Transitional Duty job may be assigned to accommodate the restrictions if, in the judgment of the city, it is possible.
 - c. Injured employees must comply with the restrictions they are given. Failure to do so could slow their recovery or cause further injury.
- VI. Restricted/Light/Transitional Duty: Fillmore City will accommodate restricted duty jobs for workers injured on the job. The city recorder and the supervisor may choose to work together to design a work strategy that meets the injured employee's restrictions and accomplishes Fillmore City's goals.
- VII. Follow Up: The city recorder and the supervisor will:
 - a. Follow up regularly with the injured employee and medical providers to make sure the employee is getting the care required, attending medical appointments, and complying with restrictions.

- b. Determine whether any restricted duty assignments are helping the employee move closer to returning to regular duty.
- c. Document all actions. Place the original documents signed by both the employee and the supervisor in the employee's personnel file and give a copy to the employee.

VIII. Interaction with Adjusters: One of the best ways to help an employee get healthy and return to work quickly is to communicate with adjusters who manage the workers compensation injury claim. They have access to resources and have a vast knowledge in how to help injured employees get better. Utah Local Governments Trust has partnered with Constitution State Services (CSS) to adjust claims. Their toll free number is 800.243.2490.