

## Sacramento Suburban Water District

**Return to Work Policy**

Effective: December 15, 2003

Revised: September 19, 2005, October 15, 2007, September 21, 2009

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**100.00 Purpose of the Policy**

The primary purpose of this policy is to develop a Return to Work (RTW) Program to minimize or reduce the effects of disability due to on-the-job and off-the-job injuries and illnesses and reduce workers' compensation costs (if applicable). This policy is consistent with the District's responsibilities under the Americans with Disabilities Act to provide reasonable accommodations to persons with disabilities.

**200.00 Policy**

The District considers a RTW Program an essential element in an overall risk management program. In conjunction with a well implemented safety program, it is an effective tool in returning employees to productive work in the shortest time possible while keeping workers' compensation costs to a minimum.

It is the District's goal to maintain a productive work force that meets its business needs. The RTW Program will support that goal by returning an employee to work in a useful capacity as soon as possible without risk to the employee's health. Supervisors and Managers will assist by directing the employee to appropriate care and assisting in proper reporting of the injury or illness while maintaining a positive and constant flow of communication with the injured worker. They will also assist in arranging work which meets the District's business needs and the employee's work restrictions to reduce lost time. Management and Human Resources staff will work with the District's workers' compensation carrier (if applicable) and the physician to assist with the assessment of the employee's ability to return to work. By this joint effort, the District will help the injured/ill worker recover at a more rapid rate, minimize the employees' wage loss and reduce workers' compensation costs.

For injuries or illnesses that occur off the job, the General Manager has the discretion to provide transitional work assignments so long as the assignment does not conflict or interfere with assignments provided to employees who have experienced a job-related injury or illness. The transitional work/modified duty provided for employees with on-the-job or off-the-job injuries or illnesses must meet the business needs of the District and the employee must agree to comply with all requirements and procedures that apply to work-related injuries.

### **300.00 Authority and Responsibility**

The Human Resources Coordinator, Assistant General Manager and General Manager will be responsible for administering this policy. This will include developing and maintaining a RTW Program Manual that will be provided to all current and new employees.

### **400.00 Policy Review**

This Policy will be reviewed at least biennially.