

Return to Work Program Objectives:

- To treat our employees who sustain an injury or illness in a fair and humane way.
- To return injured workers to meaningful employment by offering modified work duties.
- To eliminate any discrepancy between a medical release and an employee's return to work date, with or without restrictions.
- To conform with the requirements of the Worker's Compensation and American Disabilities Act.
- To more effectively manage Worker's Compensation liability.
- To be accountable to the people who live and work in Minneapolis and demonstrate value for the taxes they pay.
- To maximize the careers of long-term, valued City employees.

The CITY OF MINNEAPOLIS implemented the Return to Work Program in 1995 to assist injured workers with entering the workforce.

The CITY OF MINNEAPOLIS is committed to assisting their employees in maximizing their medical recovery and promoting a timely return to work.

If You Have Questions about the RETURN TO WORK Program, Please Call your Workers' Compensation Coordinator



RETURN TO WORK PROGRAM



Return to Work Program: *An Overview*

The Return to Work Program is established as follows:

Purpose:

To assist an injured worker in re-entering the workforce in a timely and efficient manner.

Who is it for?

For an employee who sustained an on-duty injury or illness. This program does not cover temporary employees or sworn employees.

What Services are offered?

The Return to Work program has two primary components. They are Transitional Work and Job Bank.

Transitional Work allows an employee with temporary work restrictions to resume work activities.

Job Bank services are available for employees who are unable to perform their regular pre-injury job as a result of permanent restrictions.

What is Rehabilitation?

The goal of rehabilitation is to help you recover both physically and vocationally. Your job will be analyzed and, wherever possible, modifications will be made to allow return to work. Returning you to

your regular job on a part-time basis with gradually increasing hours may also be explored. In some cases, you may be referred to a Qualified Rehabilitation Consultant (QRC) for further evaluation of your rehabilitation needs, or a Nurse Case Manager or both. The Nurse Case Managers and QRC will assist you and coordinate your medical treatment and return to work.

TRANSITIONAL WORK:

The City wants all injured workers to return to work as soon as they are able to do so. It is our goal to expedite the return to work process by striving to place all released employees within the first 3 days.

If you have any work restrictions, every reasonable effort will be made to find a job for you within your limitations. After your doctor approves you for return to restricted work, a determination will be made on whether you can perform your regular (pre-injury) job. If you cannot, modification of your regular job or other transitional work will be explored.

When an employee returns to transitional work, he/she will be paid at their regular salary rate for the duration of their restrictions or up to a maximum of 30 work days. Eligibility will be determined by the Workers' Compensation Claims Coordinator.

Our objective in providing temporary work activities is to enhance the Employee's medical recovery and to promote a timely return to work. It is our goal to assist the employee in returning to his/her original job position.

RETURN TO WORK/JOB BANK:

When an employee has permanent restrictions that prevent him/her from returning to his/her pre-injury position, Job Bank will be available to the injured worker. Under the Job Bank guidelines, an employee is entitled to 120 days of tenure and services including job placement, skills assessment, training opportunities, job seeking classes and health insurance continuation, if terminated. These services are available as long as the employee complies with the Worker's Compensation rules and guidelines.

After 120 days, the injured employee will be released from City service if he/she has not been placed in an alternate job. The employee remains eligible for Worker's Compensation benefits. When appropriate, a Qualified Rehabilitation Consultant is assigned to work with the employee to establish a rehabilitation plan.

Our objective is to aid our employees in reemploying their skills within the City.