



EMPLOYEE RESPONSIBILITIES

During a Workers' Compensation Injury or Illness

Schools Insurance Group (SIG) is committed to providing modified or alternate work for our industrially injured employees while they recover. As in sports medicine, studies show that workers who continue with as much normal activity as possible recover faster and have a better result than workers who remain at home without activity. In addition, an early return to work helps your District control its Workers' Compensation costs so that funds are available for other areas including salary increases, supplies, and staffing.

Please help us to help you by cooperating with our efforts to obtain information from your treating physician in the event you should require modifications to your job after your work injury. Stay in weekly communication with your District Office contact and your immediate Supervisor to update your physical status.

Whenever you visit an Occupational Health Clinic, your doctor or a Physician's Assistant will give you a copy of your status report to take back to your employer.

-  It is your responsibility to read and make sure you understand the restrictions your doctor sets for you during the week(s) between visits. Clarify any restrictions with your physician that aren't clear to you, and submit a copy of the status report to your District Office upon your return to work. The District Office will forward your restrictions to your supervisor.
-  It is your responsibility to make your follow-up appointments before or after work wherever possible. Please note: Workers' Compensation insurance **does not pay Temporary Disability for work hours missed for medical appointments**. Mileage to and from appointments will be reimbursed by Acclamation Insurance Management Services (AIMS) our Third Party insurance administrator.
-  It is your responsibility to attend all scheduled medical appointments or physical therapy until you have reached "maximum medical improvement" and are released from medical care.

If your Supervisor cannot modify your job to fit your restrictions, your District Office will be notified. They will offer you a Bridge assignment wherever possible. SIG uses the OUR System Return-to-Work Program to accommodate workers with work injuries. OUR System is an acronym for Optimal Utilization of Resources. The program uses a bank of **temporary** alternate work assignments that have been identified and assigned physical capacity guidelines that will help the parties choose the right level of activity for you at all times. The assignments are called Bridge assignments because they "bridge" the gap between injury and recovery. Bridge assignments are designed to provide a measure of work hardening while you recover, and to minimize the chance of re-injury upon your return to work. Norm Peterson and Associates developed all of the Bridge assignments in conjunction with your district employers' needs. You can be assured that the assignment you are offered was developed to accommodate the physical needs for your specific injury.

- **During modified duty or Bridge assignments, all personnel policies and procedures apply** regarding performance of job duties, attitude, and attendance. While you are recovering, you must notify your supervisor of any scheduled medical appointments, and you must return to work promptly following your appointments. You will be expected to submit copies of your status report to your District Office after each medical visit until you are released to return to your usual and customary job.
- If you find you are not able to physically perform the job duties after being assigned a modified job or a Bridge, it is your responsibility to notify your supervisor immediately and return to the doctor for an adjustment in your restrictions. All jobs offered to you during your recovery will be based entirely on the physical limitations set by your treating physician.

You are required to report for work when you have been released to modified duty. If your district cannot modify your current job and you are offered a Bridge assignment, you may choose to decline the Bridge. **In cases where a Bridge assignment is available and you decline the assignment, you will not be entitled to Temporary Disability payments for that period.**

I have read and understand my responsibilities and the conditions of my employment during a work related injury or illness.

Employee Signature

Date

Employer Signature

Title

Date

Copy to Supervisor and District Office