

# Truckee-Donner Recreation and Park District Policy Handbook

**POLICY TITLE:** Job Related Injury  
**POLICY NUMBER:** 209

- 209.10** Employees who suffer an injury resultant from employment duties shall immediately notify their supervisor, and immediately receive medical examination and/or treatment as deemed appropriate by their supervisor. The employee shall not be considered absent from duty during the time required for medical examination and/or emergency treatment. The employee's supervisor shall, within 24 hours, notify and file a written report with the District Clerk and/or the General Manager.
- 209.11** It is the District's policy to strive, in cooperation with our employees, for no lost hours from work-related injuries.
- 209.12** The District will attempt whenever possible to provide temporary modified work tailored to the physical restrictions of employees who are injured on the job, taking into consideration the extent of the limitations and the positions available which fit within those limits. However, in order to ensure the well being of all District employees, this policy will be administered only if it does not create a hardship on the District or jeopardize the safety and welfare of other employees. Employees are asked to do only those tasks their physician has determined they can perform during recovery without risking injury or the safety of themselves or others.
- 209.13** Each case in which the employee has been released with restrictions will be considered individually. Depending on the restrictions, the injured employee may be allowed to return to work in a limited program, which in most circumstances is not to exceed 6 weeks. At that time, a determination will be made as to whether the District can make a position temporarily available to the employee and the number of weeks it would be made available. If the restrictions are limiting to such an extent that a position is not available, the individual will not be allowed to return to work until his or her capabilities allow the employee to perform the essential job requirements of an available position for which the individual is qualified.
- 209.14** If an employee has an on-the-job injury, he/she must present the supervisor with a doctor's release to return to work, whether it is with or without restrictions. The supervisor should immediately notify the District Clerk that the documentation has been received so that the District's plan of action can be determined. ***No employee will be allowed to return to work after an injury without a written doctor's release.***

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- 209.15** The employee will be required to sign an “Early Return to Work” agreement which stipulates the restrictions and those tasks which they are to perform. This document also places the responsibility on the employee to adhere to those guidelines and states the disciplinary actions which can result if the employee is found to be repeatedly or willfully working outside those limitations. The form will clearly state the number of weeks that the position is intended to be available to the individual.
- 209.16** The supervisor should complete a “Temporary Modified Duty Progress Sheet” and should make an entry at least once a week, when a problem arises, or when there is a change in the employee’s condition.
- 209.17** Under most circumstances, upon submission of a medical certification that an employee is able to return to work from a job related injury leave, the employee will be reinstated to his/her same position held at the time the leave began or to an equivalent position, if available. An employee returning from a job related injury leave has no greater rights to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on a job related injury leave would have been laid off had he/she not gone on a leave, or if the employee’s position has been eliminated or filled in order to avoid undermining the District’s ability to operate safely and efficiently during the leave, and there are no equivalent positions available, then the employee would not be entitled to reinstatement.
- 209.18** Under most circumstances, upon submission of a medical certification that an employee is able to return to work from a job related injury leave, the employee will be offered the same position held at the time the leave began, if available. If the same position is not available, an employee’s return to work will depend on job openings existing at the time of his/her scheduled return. An employee’s return will depend on his/her qualifications for any existing openings.