

RETURN TO WORK PROGRAM

- We strive to maintain a safe work environment for our employees. However, it is the responsibility of each employee to cooperate in promoting safety. Stay alert at all times. Follow safety regulations at all times. If a safety regulation is not understood, discuss it with your supervisor immediately. If a condition that could present a safety hazard is observed, report it immediately. (24-48 hours) In person is preferred. If this is not an option please phone 674-8885.
- We provide our employees with personal protective equipment. Failure to wear a safety device, including a seat belt, is a violation of our safety policy. If injured on the job because of failure to wear an issued safety device, your worker's compensation benefits may be reduced or denied.
- Any injury or accident must be reported (verbal or written) to your supervisor. If an accident occurs while working, you must stop work and report it immediately. All accidents are reported to the Office of Compliance and Risk Management.
- If you sustain a work-related injury and you are unable to return to work to perform your regular job, we will make every effort to bring you back to work in a temporary modified-duty position however modified-work may not always be available.
- The Office of Compliance and Risk Management will complete an accident report, forward it to our insurance carrier and give you a copy of the accident report for your records. The adjuster will contact you to explain workers compensation benefits.
- Please provide the Office of Compliance and Risk Management with a medical status report after each appointment with the assigned workers' compensation physician. This will allow the company to determine what position is available within your restrictions. Our goal is to provide an opportunity for continued employment that is within your restrictions until you are able to return to your regular position.

- Employees who are released to light duty must contact the Office of Compliance and Risk Management immediately. We will review any restrictions given and
- implement the process of our Return to Work Program.

We will strive to make modified duty work always available. If you fail to accept a modified-duty assignment or if you fail to return to work after you have been cleared by your treating physician, you may jeopardize your worker's compensation benefits. Employees working in modified-duty work assignments will be held to the same performance standards and expectations as other employees. Employee Handbook/Faculty Handbook apply. This program does not create an entitlement or right to a modified duty assignment. This policy does not alter an employee's at will employment status.

- Make sure you go to all your scheduled appointments. Appointments should be scheduled at the end of the work day if possible. If your appointment is scheduled in the morning you must return to work after the appointment.
- All treating medical providers shall be advised that Florida Tech has a modified duty program and we will need the appropriate restrictions listed to minimize further injury and promote the healing process.
- While you are on light duty our normal policies are still in place. If you are unable to report to work, you must contact your supervisor immediately.
- Failure to call in or show up for light or modified duty assignment may jeopardize your eligibility for worker's compensation indemnity benefits.
- In addition, you must provide your supervisor and the Office of Compliance Risk Management with a doctor's note for all absences related to your injury within 24 hours.
- Follow the doctor's recommendations in regards to your restrictions, therapies and medications, not only in the workplace but at home.