

Procedure Title:**EMPLOYMENT BENEFIT PROGRAMS****PROCEDURE NUMBER: 3-8-6****Policy Title:**

Return to Work

Effective Date:

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

1. It is Keystone's policy to take appropriate actions to bring employees who are injured in the line of duty back to work as soon as it is determined to be medically sound decision. Keystone believes that it is important to aid an injured employee's rehabilitation by giving opportunities for returning to work at the earliest time possible.
2. Keystone will make arrangements to accommodate, where possible, the return to work of an injured employee by one or more of the following means:
 - Allowing the employee to return to work on a part-time basis or under modified hours.
 - Assigning an employee to a department or location other than the employee's originally assigned location if appropriately modified duties are not available at the employee's original location. It must be clearly understood that this reassignment shall be within reasonable geographic distance to the employee when possible.
3. Prior to returning to work, the employee must present a medical certification from his/her physician. The certification must clearly specify that the employee is physically ready to return to work at full duty with no restrictions.
4. The above outlined actions will be temporary measures not to exceed a six (6) month period. If, at the end of six months, an employee is not medically ready to assume his/her original position, an evaluation will take place involving input from the employee, the treating physician, Keystone management, and the Workmans' Compensation Carrier. Based upon this evaluation, a plan of action will be developed to determine how to proceed to continue to facilitate the total rehabilitation of the employee. If it is

determined that the employee would not be able to assume his/her original position due to severity of injuries, then an appropriate course of action will be taken based upon the Workmans' Compensation Carrier's standard procedures for handling long term disability.

NOTES: