

Policy and Procedure for Rehab Duty/ Light Duty

Policy

WNCSource strives to assist all team members to return to work at the earliest possible date following an injury. A return-to-work program has several benefits, most importantly, it minimizes time lost from work. This policy is not intended to supersede or modify procedures for reasonable accommodation under the Americans with Disabilities Act (ADA) or leave benefits under the Family and Medical Leave Act (FMLA).

Procedure

1. The HR Team will receive the Return to Duty notes from Medical Providers and discuss any clarifications of acceptable duties with medical provider as needed. Occasionally the HR team may request that the employee complete a fitness for work evaluation prior to placing the employee on rehab duty status.
2. The HR Team will meet with the injured team member's Director to discuss possible Rehab Duty activities. The HR Team will make every effort to ensure that the injured team member's Rehab duties are as close to the duties of their current position as possible.
3. The employee will record hours worked in Rehab Duty to their original department and grant until the rehab period has ended
4. Below is list of approved activities
 - a. Complete any professional education that has been assigned
 - b. Audit/Review client files and contact clients as needed for information at the direction of supervisor or departmental staff
 - c. Assist supervisor with program clerical and cleaning needs such as data entry, file review, file destruction, organizing and filing, ordering supplies, reception at childcare center or site, mail distribution; sanitizing educational items
 - d. Assist other program departments with clerical needs - for example ERSEA filing or data entry
 - e. Provide additional supervision or breaks for classroom staff if applicable
 - f. Light duties for other Agency Programs or departments
 - i. Assist with reception and/or other clerical work temporarily at program administration offices – this could include working in HR, Finance or Administration
 - ii. Any other duty deemed applicable by HR and agreed to by the employee and Program Director
5. HR Team will meet with the injured team member's Director to discuss possible Rehab Duty activities each time the Worker Restrictions are updated
6. HR Team will keep the CEO and CFO updated with any major changes.