
PROGENY ACADEMY

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POLICY 100B: RETURN-TO-WORK AND PROGRAM

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I. PURPOSE

Progeny Academy is committed to bringing an employee back to work as soon as medically appropriate. This policy is established to enable an employee to heal while staying productive.

II. GENERAL STATEMENT OF POLICY

The Return-To-Work Policy demonstrates the school district commitment to enabling an employee to work as soon as medically able and to a position within their medical restrictions providing the school district with the valuable use of employee talents.

Some employees may require a transitional job to comply with medical restrictions until they are fit to return to their pre-injury position. A transitional position may include part-time work, existing jobs with different physical requirements, alternated job tasks or modified jobs to accommodate physical limitations. The school claims coordinator will work with the employee and the employee's primary care clinic to provide a Return-To-Work Program appropriate to the employee and the school district's needs and requirements.

III. THE RETURN-TO-WORK PROGRAM

Progeny Academy supports the practice of bringing injured employees back to work, as soon as they are medically able, to a position in the school district compatible with any physical restrictions they may have. Progeny Academy believes this practice serves the best interest of employees and the school district.

The prompt return of injured employees to positions within their medical restrictions will minimize the impact of work-related injuries. Coming back to work early helps employees remain functional as they recover while providing the school district with the valuable use of employees' talents. It also helps control workers' compensation costs.

If an employee is injured at work, they should report the injury to their supervisor, usually a Co-Director, immediately – no matter how minor the injury is. The supervisor will report it to the school district's Workers' Compensation Claims Coordinator (Human Resources Generalist) within 24 hours. Any questions concerning workers' compensation should be directed to this individual.

The supervisor and/or Workers' Compensation Claims Coordinator will arrange for medical treatment following an injury. Prompt, quality medical treatment can be assured through the use of a primary care clinic that understands occupational medicine and return-to-work. If

needed, current positions may be modified to fit the medical limitations of injured employees by modifying workstations, altering specific tasks or working reduced hours. If this is not possible, temporary transitional jobs may be made available.

The Return-To-Work Program is an important part of the school district's commitment to manage work-related injuries in a way that's best for employees and for the school district.

Adopted: October 14, 2017

Revised/Reviewed: November 9, 2019; September 17, 2022, September 13, 2025