

**ADMINISTRATIVE  
PROCEDURE**

SUBJECT: **RETURN TO WORK**

**1.0 POLICY**

To ensure the safety of employees returning to work following an illness, injury, or medical treatment.

**2.0 ORGANIZATIONS AFFECTED**

All Employees whether covered by workers comp or not.

**3.0 PROCEDURE**

When an employee returns to work after having been absent from work because of an extended illness, injury, or other medical treatment, he/she must contact the City's Safety Coordinator prior to returning in order to make the transition.

Approval by the employee's department head and/or the City Manager is necessary in order for an employee to return to work with restrictions. Factors to be taken into consideration include, but are not limited to, work availability and safety of employee.

For employees returning to work with restrictions and having the approval of their department head, the Safety Coordinator will help the employee obtain the proper paperwork from the employee's physician, determine work assignments, and help compile a Transitional Work agreement that will allow both the employee and the City to benefit. Contact the Safety Coordinator, 457-8255 (or extension 255), as soon as you know you or someone under your supervision will be absent from work so you can start planning.

DEPARTMENT:  
ADMINISTRATION

SUPERSEDES:  
5/1/2002

PREPARED BY:  
MJO

APPROVED BY:  
EBS

DATE:  
7/9/2004  
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