

<b>CITY OF WINONA WINONA, MINNESOTA</b>  <b>ADMINISTRATIVE PROCEDURE</b>	<b>NUMBER:</b> 104-8	<b>REVISED:</b> 2	<b>PAGE</b> <u>  1  </u> <b>OF</b> <u>  1  </u>
	<b>SUBJECT: RETURN TO WORK</b>		

**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 compensation or Family Medical Leave or neither.

**3.0 PROCEDURE**

3.1 For all injuries or illnesses where medical treatment is sought, a physician's status report (PSR) listing the physical capabilities of the employee must be turned into the Benefits Coordinator before the employee resumes work. Employees may use the generic form provided by the physician or use a work capacities form provided by the City.

3.2 If the employee has work restrictions, an evaluation of the restrictions will be done by the department head and direct supervisor to determine if an accommodation can be made. Factors to be taken into consideration include, but are not limited to, work availability and safety of employee. If no accommodation can be made the employee will remain off of work until a new PSR is received.

3.3 Employees granted approval by the department head and/or City Manager to return to work with restrictions must complete a Modified Work Agreement for the benefit of both the employee and the City. Coordination of a Modified Work Agreement can be made through the Benefits Coordinator, 457-8291.

3.4 In instances of inpatient hospitalization or time off greater than five calendar days, the employee will be offered Family Medical Leave. All leave time shall be appropriately coded on the timesheet as regular paid leave, FML or worker's compensation.

**4.0 APPENDIX**

A. Modified Work Agreement

<b>DEPARTMENT:</b> ADMINISTRATION	<b>SUPERSEDES:</b> 7/9/2004	<b>PREPARED BY:</b> DAB	<b>APPROVED BY:</b> JRB	<b>DATE:</b> 11/2013
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