

## 4229 Return to Work Program

Campbell County School District's Return to Work Program is intended to help employees return to work as quickly as possible from absences due to work-related injuries, extended sick leave, family leave or medical leave. Assistance may include accommodations to the original job or temporary reassignment of the employee to an alternate job.

The Assistant Human Resources Manager will be responsible for:

- Review of the status of all employees who are absent from work due to work-related injury or extended sick leave, or are out on a family leave or medical leave for three (3) days or more;
- Communication with medical providers;
- Employee medical files;
- Communication with employees regarding, doctor visits, diagnosis, etc.; and
- Communication with supervisors and administrators regarding returning employees to work with the District.

The Assistant Human Resources Manager will use the Campbell County School District job description, individual job posting information and return to work information from a healthcare provider to determine if an employee can meet all the essential functions of the job, with or without accommodations.

The Return to Work Program is operated by the Assistant Human Resources Manager and the Return to Work Committee, which is comprised of: Human Resources Manager, Deputy Superintendent, Associate Superintendent for Instructional Support, Director of Student Support Services, Safety Manager, and the District Head Nurse.

### ADOPTION DATE:

September 13, 1993; Revised April 10, 1995; Revised January 14, 1999; Editorial revision February 27, 2007; Revised July 18, 2018, Major revision October 10, 2023 and rescinded Administrative Regulation 4229-R.

### LEGAL REFERENCE(S):

~~State Workers' Compensation Act, & Wyoming State Statutes 27-14-101 through 27-10-805, Family & Medical Leave Act, Americans With Disabilities Act~~

### CROSS REFERENCE(S):

~~4216, 4216-R, 4218, 4218-R, 4219, 4219-R, 4208, 4208-R, 4220, 4220-R~~ 4201, 4201-R

ADMINISTRATIVE REGULATION: ~~4229-R~~