

**District:** Greenville Public School District  
**Section:** G - Personnel  
**Policy Code:** GBRHC - Return To Work Policy

## **RETURN TO WORK POLICY**

It is the policy of the Greenville Public School District to assist employees injured at work to receive appropriate medical care and return to work as soon as possible within medical restrictions. The Early Return to Work Program supports the employee's sense of job security and helps the employee to return quickly to his or her pre-injury lifestyle. The program also assists the Greenville Public School District in maintaining productivity and reducing workers' compensation costs.

The Early Return to Work Program provides opportunities for an employee who is injured on the job to return to work at full duty. If the injured employee is not physically capable of returning to full duty, the program provides opportunities to temporarily perform his or her regular job with modifications or, when available, to perform alternate temporary work that meets the injured-employee's physical capabilities.

In order for this program to be successful, all injuries shall be reported immediately or as soon as medically possible. If needed, the district will assist the employee with immediate transportation from work to the medical facility. The employee's supervisor will report the injury to the district claims coordinator or directly to the Third Party Administrator. Following medical treatment, the employee shall report his or her medical status to his or her supervisor and/or district claims coordinator. If the employee is unable to return to normal duties, the district will attempt to provide a position with modified duties, if applicable. The modified duty position will comply with the medical provider's job restrictions.

This return to work policy covers all employees. It is the responsibility of all employees to understand and follow the guidelines outlined in this policy.

No statement contained within this policy or procedures modifies the employment relationship of the parties as established by state law or the employment agreement signed by the employee and the school district when the employee was hired.

Please refer to GBRHA-E for the procedures to be followed under this policy.

LEGAL REF: MS CODE § 71-3-35

CROSS REF.: Policies EBB – Safety Program, EBBA – School Safety Plan

GBRHA - E [RETURN TO WORK PROCEDURES.pdf](#)

**Adopted Date:** 8/18/2016

**Approved/Revised Date:** 3/26/2019