

Employee Responsibilities

Communication

- It is the responsibility of the worker and/or supervisor to immediately notify Becky Brenner of an incident or changes concerning a modified work assignment or hours. Becky will then communicate with SAIF Corporation if applicable for workers compensation claims.

Incident reporting

- An incident is any unplanned event that disrupts normal work activities and may or may not result in injury or property damage. All work-related incidents and injuries must be reported immediately to Supervisor and Becky Brenner in the form of an incident form.
- If an incident occurs, but **does not** require professional medical treatment, the supervisor should immediately be informed. If first-aid treatment is needed, it should be sought on-site.
- If an incident occurs which **requires professional medical treatment**, the worker must fill out a workers' compensation **801** form within 24 hours whether there are days off work or not, no later than 5 days.

Worker's physical condition

- If professional medical treatment is sought, the worker should inform the attending physician that Newberg School District has a return-to-work program with light duty/modified work available.
- The worker should obtain a **Release to Return-to-Work** form. This should be provided to the treating physician and should be returned to Supervisor and Becky Brenner following the initial medical treatment.

Worker able to return to work

- If the attending physician releases the worker to return to work, as evidenced by completion of a **Release to Return-to-Work** form. The form must be returned to Personnel within 24 hours for assignment of light duty/modified work. The worker must report for work at the designated time.
- The **worker cannot return to work without a release** from the attending physician.
- If the worker returns with modified work duties, the worker must make sure that he or she does not go beyond either the duties of the job or the physician's restrictions. If the worker's restrictions change at any time, he or she must notify his or her supervisor at once and give the supervisor a copy of the new medical release.

Worker unable to return to work

- If the worker is unable to report for any kind of work, the worker must call in at least weekly to report medical status.
- The worker will notify Personnel within 24 hours of all changes in medical condition.

Questions or Concerns please contact:

Becky Brenner

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