



**Southeastern Minnesota Center for Independent Living, Inc. (SEMCIL )  
WC/Return to Work Policy Statement**

SEMCIL has instituted a Return to Work Program. It is our goal to prevent work-related injuries from ever occurring. We believe that such absences are costly to the agencies and its employees. We want our injured employees to get the best possible medical treatment as soon as possible to assure the earliest possible recovery and return to work.

SEMCIL has a Workers' Compensation Program available for employees who have suffered work-related injuries. Human Resources and the insurance carrier will determine, based upon Workers' Compensation guidelines, whether you are eligible for wage loss or medical expenses under that Program.

SEMCIL wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work duties. Thus, we have implemented a Return to Work Program, which includes transitional or light duty work. The Return to Work Program is temporary, not to exceed six (6) months.

*Employee Responsibilities/Procedures*

- All work-related injuries should always be reported immediately to Human Resources; no later than twenty-four (24) hours from when the incident/injury occurs.
- When medical treatment is sought, you must advise Human Resources that you are seeking such treatment and obtain a Return to Work Evaluation Form. SEMCIL utilizes a Exclusive Provider Organization (EPO) Network for medical treatment regarding its work-related injuries. Regardless of your choice of practitioner, the Return to Work Evaluation Form must be completed for each practitioner visit.
- Under this Program, temporary light duty work is available for up to ninety (90) days (with a review of your progress every 30 days) while you are temporarily unable to work in your regular job capacity. Transitional or light duty work beyond ninety (90) days, up to a maximum of six (6) months, will be evaluated on a case-by-case basis.
- If you are unable to return to your regular job, but are capable of performing transitional duty, you must return to transitional duty, if available. Failure to do so may result in your in-eligibility for full benefits under Workers' Compensation and may result in disqualification for certain employee benefits, and in some cases be a basis for termination.
- Employees who are unable to work and whose absences SEMCIL approves must keep us informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available and discipline, up to and including termination of employment.
- Employees must provide a Return to Work Form indicating they are capable of returning to full duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.
- Cooperation with our insurance carrier and providing accurate and complete information as soon as possible is critical to ensuring that you receive all benefits to which you are entitled. If you have issues or concerns, please contact Human Resources.

By signing this document you have read and understood the above and will comply with this policy.

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Employee's Signature

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Date