



Jordan School District #717
Policy Committee Minutes

Monday, April 11, 2016 at 5:45 PM
Policy Committee
Jordan Public Schools
500 Sunset Drive; Suite 3
Jordan, MN 55352

1. 432 Return to Work Policy - NEW
2. 902.1 Facility Use Policy

School Board Clerk

Date

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted:

Revised:

432 RETURN TO WORK POLICY

I. PURPOSE

Jordan School District #717 recognizes the need to provide temporary, transitional work to employees who are unable to perform their regular duties due to occupational injury or illness.

II. SCOPE

This program applies to all employees who sustain an occupational illness or injury. Employees will receive assignments upon availability.

III. DEFINITIONS

1. **Occupational Illness/Injury:** For the purpose of this program, an occupational injury or illness means an injury or disease arising out of the employment with the Jordan School District and compensable under the workers' compensation laws of the State of Minnesota.
2. **Temporary Totally Disabled (TTD):** An employee who is temporarily totally disabled as a result of an occupational injury or illness is one who is medically incapable of performing any work.
3. **Temporary Partially Disabled (TPD):** A person whose medical condition permits him or her to perform some occupational function.
4. **Transitional Duty:** Is a therapeutic tool used to accelerate injured employees' return to work by addressing the physical, emotional, attitudinal and environmental factors that otherwise inhibit a prompt return to work. These assignments are meant to be temporary and may not last longer than 90 days, though Jordan District Schools permits multiple 90-day assignments back-to-back if medically warranted.
5. **Alternate Duty:** Is a part of Jordan School District's Return to Work Policy that is designed as a placement service for individuals who have reached maximum medical improvement and are still unable to perform the essential functions of their pre-injury job.

IV. GOAL

1. To provide work for employees with job related injuries or illnesses that restrict regular job performance.
2. To assist employees in the transition from injury or illness to recovery while continuing to be a productive part of the work force.

3. To prevent the deterioration of employees' work skills, health, and attitude that may result from prolonged work absence.
4. To demonstrate the districts' commitment to employee recovery.
5. To minimize the loss of productivity.

V. ROLES AND RESPONSIBILITIES

Jordan School District #717 recognizes the need to provide temporary, transitional work to employees who are unable to perform their regular duties due to occupational injury or illness.

1. Employer/Administration Roles and Responsibilities

- a. Develop a written policy with clear defined procedure (that is signed by top management).
- b. Hold all managers/supervisors/employees accountable for their participation in the program.
- c. Select a Return to Work Coordinator.
- d. Inform the insured and health care providers that the Jordan School District has an early Return to Work Program.

2. Return to Work Coordinator Responsibilities

- a. Understand and promote RTW (disability management) program
- b. Monitor progress of the returning injured/ill employees to work and monitor problems that may occur to ensure that they are addressed.
- c. If an employee is released to work with restrictions that prohibit a return to regular job duties, identify temporary, transitional work opportunities that meet the physician's restrictions.
- d. Notify the employee if temporary, transitional work is available and send a copy of the job offer to the claims adjuster.
- e. Notify the claims adjuster of the employee's acceptance or rejection of temporary, transitional work.
- f. Document the temporary, transitional work duties to show compliance with the physician's recommendations.
- g. Review the accommodation with Administration and the supervisor prior to the injured worker starting work.

3. Manager/Supervisor Responsibilities

- a. Understand and support the district's written policies/procedures.
- b. Complete accident investigation as soon as possible after the injury and forward report to the RTW Coordinator.
- c. Meet with the RTW Coordinator and employee to review the restrictions from the provider and identify accommodations or temporary, transitional work assignments.
- d. Maintain daily/weekly contact with the employee.
- e. Assure that the employee does not exceed work restrictions.
- f. Provide the employee with an employee claim form and complete the supervisor's report form.

4. Employee Responsibilities

- a. Follow procedures for reporting all injuries and illnesses immediately.
- b. Communicate with managers/supervisors about your ability to return to work.
- c. Cooperate with the medical provider regarding ability to return to work.
- d. Work with the physical capabilities outlined in the temporary, transitional work plan by the medical provider.

- e. Support coworkers and provide a positive environment when injured employees return to transitional positions.
- f. Abide by the work/safety rules at the location of the temporary, transitional work assignment.

VI. PROCEDURES

1. Post-Injury Procedure

- a. Immediately following an injury send the employee for medical treatment to an approved medical provider.
- b. Immediately following an injury complete an accident investigation form.
- c. Report the claim by phone, fax or email within 24 hours, so handling of the claim can begin in a timely manner.
- d. Contact the Return to Work Coordinator and forward the accident investigation documents.
- e. Provide an Information Packet to the physician's office at the time of the initial visit. The prepared packet should include:
 - 1) **Letter to the treating physician** explaining the return to work program in place, providing information and identifying an employer contact
 - 2) **Description of the injured worker's regular job, including job duties**
 - 3) **Physician's Return to Work Status (Return to Work Capabilities) Form:** It is critical to know the work restrictions that may be placed on an injured worker by the physician.
 - 4) **Temporary, Transitional Work Job Assignment**
- f. The Return to Work Status Form should immediately be emailed to the Return to Work Coordinator for review and placement determination.
- g. Administration will review restrictions and review the temporary, transitional work assignment.
- h. Once the temporary, transitional work assignment has been determined, the Return to Work Coordinator will contact the physician to review the position and get approval. Once approval has been received from the physician, the employee will be notified.
- i. Inform the employee of the temporary, transitional work assignment and ask the employee to sign a "Transitional Offer of Employment" agreement. (See appendix C)
- j. A temporary, transitional work assignment will be determined based on job analysis and the injured worker's work capabilities.
- k. The physician will be contacted regarding the position for verification and approval.
- l. The employee will be contacted regarding the position.
- m. The employee will have 3 days to accept the position after a work related injury.
- n. The RTW coordinator will contact the employee on day 3 to determine acceptance and provide instructions.
- o. Signed acceptance will be given to the employee's Supervisor/Manager.

2. Transitional Offer of Employment

- a. If the employee refuses to work in the return to work program, temporary disability benefits or industrial accident leave benefits may not be payable.
- b. The employee will be returned to work within the restrictions given by the physician with the first priority being to assign the employee to the same job observing the prescribed restrictions.
- c. If appropriate tasks cannot be found within the same job, the employee may be placed in another job that meets the prescribed restrictions.
- d. If the physician determines the employee is not able to perform the temporary, transitional/return to work tasks, the employee will be placed on leave until appropriate work can be assigned or the restrictions are lifted.

- e. Under the RTW Program, the Jordan School District does not intend to create long-term jobs for accommodation of permanent disability. The length of a temporary, transitional work assignment is based on several factors including medical recovery, compliance with medical treatment plan, physician input and availability of work. (See Appendix D for Transitional Work)

3. Monitoring of Temporary, Transitional Work Assignment

- a. The RTW Coordinator will assist the supervisor in maintaining weekly contact with employees while in temporary, transitional work assignments.
- b. The RTW Coordinator will assist the supervisors in monitoring the assignment for appropriateness and will contact administration if there are any issues.
- c. The claims adjuster and any other involved parties will be kept informed if any changes are necessary.
- d. The RTW Coordinator should evaluate the employee's status on a monthly basis. If the restrictions are short duration, the RTW Coordinator should evaluate the employee on a weekly basis.

4. Conclusion of Temporary, Transitional Work Assignments

- a. Temporary, transitional work assignments conclude when one of the following occurs:
 - 1) Upon receipt by the Jordan District Schools of a medical report stating the employee can return to regular duties.
 - 2) Upon receipt by the Jordan District Schools of medical report stating the employee can return to regular duties.
 - 3) Upon receipt by the Jordan District Schools of a medical report stating that the employee will be permanently unable to return to the job performed at the time of injury.
 - 4) The termination date specified in the "Transitional Offer of Employment" Agreement.

APPENDIX A

Return to Work Policy

The primary goal of Jordan District Schools #717 is to accommodate injured workers by identifying or modifying jobs to meet their physical capacities and allowing them to return to work as quickly and smoothly as possible. The district is committed to individualizing return to work programs based around the individual's physical capabilities and will review all task assignments regularly to ensure duties are appropriate.

We are committed to early return to work and recognize that it speeds up the recovery process and reduces the likelihood of permanent disability. Employees are expected to show the same commitment to the program by following the Return to Work Policy and all guidelines of the Return to Work Program. The Return to Work Program requires a team approach, so employees are expected to cooperate with the management team, supervisors and medical staff should they ever become injured and unable to perform their full job duties.

Prior to working on any job site, each employee is expected to have read the entire Return to Work Policy, which includes the following sections:

- Purpose
- Scope
- Definitions
- Goals
- Roles and Responsibilities
- Procedures

If you have any uncertainty or questions regarding the content of these policies, you are required to consult your supervisor. This should be done prior to signing and agreeing to the Return to Work Policy.

I am aware of and have read the Jordan District School's Return to Work Policy, and I understand the requirements and expectations of me as an employee. Should I become injured or ill and unable to carry out my regular duties, whether it happens inside or outside the workplace, I fully recognize Jordan School District's expectations of me during my recovery.

I understand that if I choose not to participate in the Return to Work Program or follow this policy's guidelines, I may become ineligible for state worker's compensation benefits and, in some cases, my refusal may be grounds for termination.

Employee Signature: _____

Date: _____

APPENDIX B

Return to Work Letter to Employee

[Insert employee name and address]

RE: [Insert name]
Return to Work
[Insert date of injury]

Dear [Insert employee name],

As per our recent conversation, [insert physician's name] released you to return to modified duty work. Modified duties are available for you starting on [insert day of week], [insert date]. We expect you to begin work at [insert time]. Please report to [insert supervisor's name] in the [insert department].

During modified duty, your hours will be from [insert start time] to [insert end time] each day for a total of [number] of hours per week. Your wage will be \$[insert amount] per hour while you are on light duty work. We will coordinate your worker's compensation benefits with your wages for the hours that you work.

It is important to recognize that, as it states in Jordan School District's Return to Work Policy, you may jeopardize our workers' compensation benefits if you fail to report to modified duty work. Please contact me immediately if you have any questions, concerns or problems with these requirements.

Sincerely,

[Insert Supervisor name]
[Insert Supervisor title]

APPENDIX C

Temporary, Transitional Work Job Agreement Letter

My doctor has advised me that my physical activities at work are to be restricted on a temporary basis on my return to work for Jordan District Schools. I understand that these physical limitations are as follows:

By cosigning this agreement with me, my Manager/Supervisor acknowledges the above temporary restrictions and is able to temporarily modify my usual job or provide temporary alternative work for me as long as I continue with medical treatment. When my doctor assesses maximum medical improvement, any permanent restrictions imposed by my doctor will be used to evaluate my ability to meet the essential functions of my regular job.

I understand that it is my personal responsibility to follow my doctor's restrictions at all times, on the job and off. Therefore, if I am asked to perform a task at work which is outside the restrictions outlined above, I must notify my Manager/Supervisor immediately.

This agreement is in effect until _____, at which time I will return to Dr. _____ for recheck. After my appointment I will return to the District Office/RTW Coordinator with an updated list of restrictions or a full medical release.

Employee Signature: _____

Date: _____

Treating Physician Signature: _____

Date: _____

Manager/Supervisor Signature: _____

Date: _____

APPENDIX D

Temporary, Transitional Work

APPENDIX E

Return to Work Capabilities Form to be Completed by Physician

Patient Name: _____

Physician Name: _____

Date: _____

**JORDAN DISTRICT SCHOOLS
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2. **Temporary Totally Disabled (TTD):** An employee who is temporarily totally disabled ~~as a result of an occupational injury or illness~~ is one who is medically incapable of performing any work.
3. **Temporary Partially Disabled (TPD):** An employee who is temporarily partially disabled is one who is medically capable of performing some occupational function within their physician's medical restrictions. A person whose medical condition permits him or her to perform some occupational function.
4. **Transitional Duty:** Is a therapeutic tool used to accelerate injured employees' return to work by addressing the physical, emotional, attitudinal and environmental factors that otherwise inhibit a prompt return to work. These assignments are meant to be temporary and may not last longer than 90 days, though Jordan District Schools permits multiple 90-day assignments back-to-back if medically warranted.
5. **Alternate Duty:** Is a part of Jordan School District's Return to Work Policy that is designed as a placement service for individuals who have reached maximum medical improvement and are still unable to perform the essential functions of their pre-injury job.

IV. GOAL

1. To provide work for employees with job related injuries or illnesses that restrict their ability to perform the essential functions of their regular ~~job performance~~.
2. To assist employees in the transition from injury or illness to recovery while continuing to be a

Comment [KS1]: Transitional work assignments can and should change as the employees condition changes and new medical restrictions are provided or if problems arise during the course of the transitional assignment. Perhaps something should be mentioned here about this?

Also transitional work can be modifying their original job or finding alternate work for them to do (modified or alternate).

Comment [KS2]: You will want to check with your attorney to make sure you are in compliance with all applicable HR laws. Ideally, an attorney who specializes in HR law should be consulted for the entire document.

Comment [KS3]: Alternate duty is generally referred to as a position other than the employees regular job. This is generally used to meet temporary work restrictions.

The definition provided for alternate duty in this program is more related to permanent disabilities which would be providing reasonable accommodations to the individual under the ADA, not alternate duty.

Comment [KS4]: Here are the standard definitions of transitional, modified and alternative work:

Transitional Work allows an employee with temporary work restrictions to work in a modified or alternative capacity for a defined period of time, while recuperating from an illness or injury. Transitional work can consist of modified work or alternative work.

Modified Work may include changing, transferring or eliminating specific job duties within the employee's regular job to meet the temporary work restrictions.

Alternative Work may include offering the employee a position other than his or her regular job to meet the temporary work restrictions.

productive part of the work-force.

3. To prevent the deterioration of employees' work skills, health, and attitude that may result from prolonged work absence.
4. To demonstrate the district's commitment to employee recovery.
5. To minimize the loss of productivity.

V. ROLES AND RESPONSIBILITIES

Jordan School District #717 recognizes the need to provide temporary, transitional work to employees who are unable to perform their regular duties due to occupational injury or illness.

1. Employer/Administration Roles and Responsibilities

- a. Develop a written policy with clear defined procedure (that is signed by top management).
- b. Hold all managers/supervisors/employees accountable for their participation in the program.
- c. Select a Return to Work Coordinator.
- d. Inform the insured and health-care providers that the Jordan School District has an early Return to Work Program.

2. Return to Work Coordinator Responsibilities

- a. Understand and promote RTW (disability management) program
- b. Monitor progress of the returning injured/ill employees to work and monitor problems that may occur to ensure that they are addressed.
- c. If an employee is released to work with restrictions that prohibit a return to regular job duties, identify temporary, transitional work opportunities that meet the physician's restrictions.
- d. Notify the employee if temporary, transitional work is available and send a copy of the job offer to the claims adjuster.
- e. Notify the claims adjuster of the employee's acceptance or rejection of temporary, transitional work.
- f. Document the temporary, transitional work duties to show compliance with the physician's recommendations/restrictions.
- g. Review the any needed accommodations with Administration and the supervisor prior to the injured worker starting work.

3. Manager/Supervisor Responsibilities

- a. Understand and support the district's written policies/procedures.
- b. Complete accident investigation as soon as possible after the injury and forward report to the RTW Coordinator.
- c. Meet with the RTW Coordinator and employee to review the restrictions from the provider and identify accommodations or temporary, transitional work assignments.
- d. Maintain daily/weekly contact with the employee.
- e. Assure that the employee does not exceed work restrictions.
- f. Provide the employee with an employee claim form and complete the supervisor's report form.

4. Employee Responsibilities

- a. Follow procedures for reporting all injuries and illnesses immediately.
- b. Communicate with managers/supervisors about your ability to return to work.
- c. Cooperate with the medical provider regarding ability to return to work.

Comment [KS5]: Should this be inform the employees or insurer? Or should this be deleted? Also, are you using certain medical providers? If so, is that who you would like to notify of your program? If so, we have a generic letter that you could use to do that.

Comment [KS6]: Ideas for this should be preplanned and written down. You may have to come up with something else if the time arises, but it has been helpful to many of our accounts to have these planned in advance for typical restrictions (limited lifting, limited use of a limb, walking, standing etc). See email attachment for example transitional duty list from another school district. Please delete and modify the list to work for your needs.

Comment [KS7]: You should also provide two copies of the offer letter to the injured employee (one via certified mail to their residence and present one to them when they come in to start the assignment after you have discussed it with them via phone. Have them sign the letter, saying they received it and send an original signed copy to your claims adjuster.

Comment [KS8]: Is this an employee injury report? Or is this the state of Minnesota's first report of injury form? If it is the first, that is great. If it is the second, you should probably have your program administrator or person responsible for payroll and HR do that since there will likely be information on the form that the employee may not know. And if they are severely injured, they would not have the capacity to fill this out as needed to get the claim started.

Comment [KS9]: May want to include a bullet on following all Human Resources policies including punctuality, attendance and job performance, because all other rules still apply to an injured employee.

Comment [KS10]: You should also be requesting copies of the restriction form be sent directly to you from the physician's office.

- d. Work with in the physical capabilities outlined in the temporary, transitional work plan by the medical provider.
- e. Support coworkers and provide a positive environment when injured employees return to transitional positions.
- f. Abide by the work/safety rules at the location of the temporary, transitional work assignment.

Comment [KS11]: Do you have a specific form you use for this? If not, we have a generic one that you can use to have the physician fill out and send back. Ours will not list the capabilities but will list any restrictions the employee has.

VI. PROCEDURES

1. Post-Injury Procedure

- a. Immediately following an injury send the employee for medical treatment to an approved medical provider.
- b. Immediately following an injury complete an accident investigation form.
- c. Report the claim by phone, fax or email within 24 hours, so handling of the claim can begin in a timely manner.
- d. Contact the Return to Work Coordinator and forward the accident investigation documents.
- e. Provide an Information Packet to the physician's office at the time of the initial visit. The prepared packet should include:
 - 1) **Letter to the treating physician** explaining the return to work program in place, providing information and identifying an employer contact
 - 2) **Description of the injured worker's regular job, including job duties**
 - 3) **Physician's Return to Work Status (Return to Work Capabilities) Form:** It is critical to know the work restrictions that may be placed on an injured worker by the physician.
 - 4) **Temporary, Transitional Work Job Assignment**
- f. The Return to Work Status Form should immediately be emailed to the Return to Work Coordinator for review and placement determination.
- g. Administration will review restrictions and review the temporary, transitional work assignment.
- h. Once the temporary, transitional work assignment has been determined, the Return to Work Coordinator will contact the physician to review the position and get approval. Once approval has been received from the physician, the employee will be notified.
- i. Inform the employee of the temporary, transitional work assignment and ask the employee to sign a "Transitional Offer of Employment" agreement. (See appendix C)
- j. A temporary, transitional work assignment will be determined based on job analysis and the injured worker's work capabilities.
- k. The physician will be contacted regarding the position for verification and approval.
- l. The employee will be contacted regarding the position.
- m. The employee will have 3 days to accept the position after a work related injury.
- n. The RTW coordinator will contact the employee on day 3 to determine acceptance and provide instructions.
- o. Signed acceptance will be given to the employee's Supervisor/Manager.

Comment [KS12]: Do you have selected physicians? If not, we can help you with that as well.

Comment [KS13]: Is this a description of what they will be doing when they return or is this something for the physician to fill out?

Comment [KS14]: What does this mean? Perhaps clarify this process if possible so anyone can pick up your document and complete the necessary steps to bring someone back to work.

Comment [KS15]: This is stated above also. Do you want to delete this one or is there two steps where you contact the physician?

Comment [KS16]: This is also mentioned above where you have them sign a letter.

Comment [KS17]: In Minnesota you only have 3 days after an injury before the claim becomes a lost time incident and you start paying lost time benefits. If you follow these two bullets, you will always have lost time on your claims, which then costs you more money and has a greater impact on your experience mod (which is used to calculate your insurance rates).

If you go past the 3 days, you will also lose your medical only claim discount (which means that all of the money spent on medical treatment will count against your experience mod versus only 30% of it counting against your experience mod for medical only claims)

2. Transitional Offer of Employment

- a. If the employee refuses to work in the return to work program, temporary disability benefits or industrial accident leave benefits may not be payable.
- b. The employee will be returned to work within the restrictions given by the physician with the first priority being to assign the employee to the same job observing the prescribed restrictions.
- c. If appropriate tasks cannot be found within the same job, the employee may be placed in another job that meets the prescribed restrictions.
- d. If the physician determines the employee is not able to perform the temporary,

transitional/return to work tasks, the employee will be placed on leave until appropriate work can be assigned or the restrictions are lifted.

- e. Under the RTW Program, the Jordan School District does not intend to create long-term jobs for accommodation of permanent disability. The length of a temporary, transitional work assignment is based on several factors including medical recovery, compliance with medical treatment plan, physician input and availability of work. (See Appendix D for Transitional Work)

Comment [KS18]: You should mention that this is covered under other policies but is not a part of the return to work program, because by law, you are required to provide reasonable accommodations for a disabled employee as long as they do not cause a financial hardship to you.

3. Monitoring of Temporary, Transitional Work Assignment

- a. The RTW Coordinator will assist the supervisor in maintaining weekly contact with employees while in temporary, transitional work assignments.
- b. The RTW Coordinator will assist the supervisors in monitoring the assignment for appropriateness and will contact administration if there are any issues.
- c. The claims adjuster and any other involved parties will be kept informed if any changes are necessary.
- d. The RTW Coordinator should evaluate the employee's status on a monthly basis. If the restrictions are short duration, the RTW Coordinator should evaluate the employee on a weekly basis.

Comment [KS19]: Do you have this list? If so, could you send it to me?

4. Conclusion of Temporary, Transitional Work Assignments

- a. Temporary, transitional work assignments conclude when one of the following occurs:
 - 1) Upon receipt by the Jordan District Schools of a medical report stating the employee can return to regular duties.
 - 2) Upon receipt by the Jordan District Schools of medical report stating the employee can return to regular duties.
 - 3) Upon receipt by the Jordan District Schools of a medical report stating that the employee will be permanently unable to return to the job performed at the time of injury.
 - 4) The termination date specified in the "Transitional Offer of Employment" Agreement.

APPENDIX A

Return to Work Policy

The primary goal of Jordan District Schools #717 is to accommodate injured workers by identifying or modifying jobs to meet their physical capacities and allowing them to return to work as quickly and smoothly as possible. The district is committed to individualizing return to work programs based around the individual's physical capabilities and will review all task assignments regularly to ensure duties are appropriate.

We are committed to early return to work and recognize that it speeds up the recovery process and reduces the likelihood of permanent disability. Employees are expected to show the same commitment to the program by following the Return to Work Policy and all guidelines of the Return to Work Program. The Return to Work Program requires a team approach, so employees are expected to cooperate with the management team, supervisors and medical staff should they ever become injured and unable to perform their full job duties.

Prior to working on any job site, each employee is expected to have read the entire Return to Work Policy, which includes the following sections:

- Purpose
- Scope
- Definitions
- Goals
- Roles and Responsibilities
- Procedures

If you have any uncertainty or questions regarding the content of these policies, you are required to consult your supervisor. This should be done prior to signing and agreeing to the Return to Work Policy.

I am aware of and have read the Jordan District School's Return to Work Policy, and I understand the requirements and expectations of me as an employee. Should I become injured or ill and unable to carry out my regular duties, whether it happens inside or outside the workplace, I fully recognize Jordan School District's expectations of me during my recovery.

I understand that if I choose not to participate in the Return to Work Program or follow this policy's guidelines, I may become ineligible for state worker's compensation benefits and, in some cases, my refusal may be grounds for termination.

Employee Signature: _____

Date: _____

APPENDIX B

Return to Work Letter to Employee

[Insert employee name and address]

RE: [Insert name]
Return to Work
[Insert date of injury]

Dear [Insert employee name],

As per our recent conversation, [insert physician's name] released you to return to modified duty work. Modified duties are available for you starting on [insert day of week], [insert date]. We expect you to begin work at [insert time]. Please report to [insert supervisor's name] in the [insert department].

During modified duty, your hours will be from [insert start time] to [insert end time] each day for a total of [number] of hours per week. Your wage will be \$[insert amount] per hour while you are on light duty work. We will coordinate your worker's compensation benefits with your wages for the hours that you work.

It is important to recognize that, as it states in Jordan School District's Return to Work Policy, you may jeopardize our workers' compensation benefits if you fail to report to modified duty work. Please contact me immediately if you have any questions, concerns or problems with these requirements.

Sincerely,

[Insert Supervisor name]
[Insert Supervisor title]

APPENDIX C

Temporary, Transitional Work Job Agreement Letter

My doctor has advised me that my physical activities at work are to be restricted on a temporary basis on my return to work for Jordan District Schools. I understand that these physical limitations are as follows:

By cosigning this agreement with me, my Manager/Supervisor acknowledges the above temporary restrictions and is able to temporarily modify my usual job or provide temporary alternative work for me as long as I continue with medical treatment. When my doctor assesses maximum medical improvement, any permanent restrictions imposed by my doctor will be used to evaluate my ability to meet the essential functions of my regular job.

I understand that it is my personal responsibility to follow my doctor's restrictions at all times, on the job and off. Therefore, if I am asked to perform a task at work which is outside the restrictions outlined above, I must notify my Manager/Supervisor immediately.

This agreement is in effect until _____, at which time I will return to Dr. _____ for recheck. After my appointment I will return to the District Office/RTW Coordinator with an updated list of restrictions or a full medical release.

Employee Signature: _____

Date: _____

Treating Physician Signature: _____

Date: _____

Manager/Supervisor Signature: _____

Date: _____

APPENDIX D

Temporary, Transitional Work

APPENDIX E

Return to Work Capabilities Form to be Completed by Physician

Patient Name: _____

Physician Name: _____

Date: _____

Proposed Jordan Independent School District 717 Facility Use Policies

***Any Association or Group using the district's facilities should provide a certificate of Liability Insurance with the following: 1) General Liability policy with limits of \$1,000,000. Each occurrence/\$2,000,000 Aggregate, 2) Jordan ISD 717 listed as Additional Insured on the General Liability policy.**

I. Philosophy for Community Use of Facilities

- A. The board of Education of Independent School District 717 will seek to cooperate with the residents of the district with respect to use of school buildings, facilities and equipment.
- B. In order that the community use of school buildings and facilities be consistent, the following guidelines have been adopted.

II. Priority for Use of Facilities

- A. In all cases the regular school activities or organizations for students in the K-12 program shall have first preference when requesting the use of any part of the buildings or grounds. These groups may be charged staff fees when applicable.
- B. Second priority for use will go to the education and recreation programs conducted by Community Education.
- C. Third priority for use will go to City of Jordan, community, and school district groups with volunteer coaches/leaders (Jordan school district based groups).
 - 1. Youth leadership and development groups (i.e., Scouts, 4-H, church groups)
 - 2. Youth recreational groups (Metro basketball)
 - 3. Other non-profit/civic organizations (i.e., Sand Creek Township, churches)
- D. Fourth priority for use will go to community and school districts groups with paid coaches/leaders (Jordan School District based groups).
- E. Fifth priority for use will go to all Jordan School District based commercial, business organizations, money raising events, and events when admissions are charged or collections are taken for those groups not identified above – (i.e., MVE annual meeting).
- F. Sixth priority for use will go to all outside groups or organizations (non-Jordan School District groups) interested in presenting issues relating to the Jordan residents (i.e., town meeting format). Any requests for non-Jordan School District groups will be evaluated by the Superintendent and Community Education Director.

III. Facility Fees

Groups using school district facilities may be assessed a facility use charge, staff charges and/or equipment use charges. An invoice for all charges will be sent after the scheduled activity. Charges are assessed from the time a group enters the building to when they depart. A down payment may be required. Potential user groups not falling into one of the categories listed below will be assessed fees as determined by the director of community education and the Superintendent.

<u>Category</u>	<u>User Group</u>
1	<p>School district sponsored and/or affiliated groups and/or activities will not be charged fees.</p> <p>City of Jordan sponsored groups and/or activities will not be charged facility rental fees.</p> <p>City of Jordan sponsored groups doing a fundraising activity, charging admission, or collecting money will be charged staff fees when district staff is normally not in the building or for special needs.</p>
2	<p>Local organizations that are quasi-public, youth serving organizations, civic and service organizations, fraternal organizations and social agencies, non-profit educational organizations, governmental entities in Scott County, religious organizations for non-worship activities, local political organizations (caucuses) will not be charged rental fees. Staff fees will be charged when facilities are not normally staffed.</p> <p>These groups who use district facilities for fund raising events or for activities that require admission fees, or collection of money are subject to the category 2 rental rates (unless proceeds are contributed to the local community). Religious organizations using facilities for worship or instruction are subject to category 2 rental rates. Staff and equipment fees will be assessed per schedule.</p>
Cat. 3	<p>Individuals, private agencies, businesses, companies or vendors who reside within the Jordan School District and who use district facilities for commercial purposes (sales, marketing, training) or personal profit, will be assessed category 3 rental rates and will be assessed staff and equipment fees.</p>
Cat. 4	<p>Individuals, religious organizations, private agencies, businesses, organizations, companies or vendors located outside of the Jordan School District boundaries will be assessed category 4 rental rates and staff, and equipment fees.</p>

Tiers: *We would eliminate category description and change with tiers*

- Tier I: School Events – anything that is scheduled through the activities department. Examples include; games, concerts, plays, or other competitions. No facility rental fees will be charged. Any custodial costs would come out of the activities budget.
- Tier II: School Sponsored Activity. Groups such as the PTO, Spanish Club fundraiser, Dollars for Scholars, varsity basketball spaghetti dinner fundraisers will not be charged facility rental fees but will be subject to staffing fees if held during a time when facilities are not normally staffed.
- City of Jordan sponsored groups and or activities. Would not be charged facility rental fees. Custodial fees may apply if activity is held during a time when district staff is normally not in the building
- Tier III: Local organizations that are quasi-public, youth serving organizations, civic and service organizations, fraternal organizations and social agencies, non-profit educational organizations, governmental entities in Scott County, religious organizations for non-worship activities, local political organizations (caucuses) will not be charged rental fees. Staff fees will be charged when facilities are not normally staffed.
- These groups who use district facilities for fundraising events or for activities that require admission fees, or collection of money are subject to the tier 3 rental rates (unless proceeds are contributed to the local community). Religious organizations using facilities for worship or instruction are subject to tier 3 rental rates. Staff and equipment fees will be assessed per schedule.
- Tier IV: Individuals, private agencies, businesses, companies or vendors who reside within the Jordan School District and who use district facilities for commercial purposes (sales, marketing, training) or personal profit, will be assessed tier 4 rental rates and will be assessed staff and equipment fees.
- Tier V: Individuals, religious organizations, private agencies, businesses, organizations, companies or vendors located outside of the Jordan School District boundaries, will be assessed tier 5 rental rates and staff, and equipment fees.

<u>Facility Rental/Utility Fees</u> (per hour)	<u>Tier 3</u>	<u>Tier 4</u>	<u>Tier 5</u>
Permit	10.00	20.00	30.00
Classrooms	5.00	10.00	15.00
Library/Media Center	12.50	25.00	38.00
Computer Lab	50.00	100.00	150.00
Gym (Per Court):	20.00	40.00	60.00
Auditorium	50.00	100.00	150.00
Playing Fields: Basic (fields 6, 7, 4, 3,)	12.50	25.00	38.00
Competition (field 1, 2)	25.00	50.00	75.00
Football field (varsity)	100.00	200.00	300.00
Track	25.00	50.00	75.00
Field Lights	37.50	75.00	113.00
Fitness Center	12.50	25.00	38.00
Lecture Room (High School)	25.00	50.00	75.00
Lecture Room (Middle School)	25.00	50.00	75.00
Multi-purpose/wrestling room	12.50	25.00	38.00
Concession stand (no use of equipment)	5.00	10.00	15.00
Cafeteria	12.50	25.00	38.00
Home Ec. Kitchen	25.00	50.00	75.00
High School Commons	25.00	50.00	75.00

Equipment (Daily Charge. School equipment cannot leave school property)

Television/DVD	10.00	20.00	30.00
LCD Projectors	10.00	20.00	30.00
Microphones	5.00	10.00	15.00
Coffee Maker	5.00	10.00	15.00
Ice Machine	12.50	25.00	38.00
Piano	12.50	25.00	38.00
Grand Piano	50.00	100.00	150.00
Keyboard	25.00	50.00	75.00
Sound System	50.00	100.00	150.00
Lighting boards	75.00	150.00	225.00
Other....	Determined by the CE director		

*We will ask for a \$50 damage deposit for all equipment used.

Sales Tax

Athletic fields, recreational facilities and equipment will be charged applicable MN State sales tax. Organizations that are tax exempt must have a copy of their tax-exempt certificate on file with the community ed. office before applicable taxes can be waived.

Staffing Charges

Custodian Fees: A charge will be assessed to tiered groups 2, 3, 4 and 5 for special set-up and or clean up. Tiered 2, 3, and 4 groups will be charged a custodial fee for activities requiring custodial services which are scheduled when facilities are not normally staffed. Tiered 5 groups will be charged a custodial fee for all activities. This charge for all categories will be **\$30.00** per hour with a two-hour minimum charge.

Food Service Supervisor: A charge will be assessed to tiers 2, 3, 4, and 5 using the kitchen area of any building. **Groups in tier 2, 3, 4, and 5 must use a food service supervisor if using district kitchen space.** This charge for all categories will be \$30.00 per hour.

Building Supervisor: A charge will be assessed to tiers 2, 3, 4 and 5 per agreement. This charge for all categories will be **\$15.00** per hour. **District staff can volunteer their time to be building supervisor, however, district staff must first be trained in before they can be the building supervisor.**

Security and Police Officers: Groups in tiers 2, 3, 4 and 5 may be asked to provide security and/or police officers for certain activities. Events in which high attendance is expected, when an unusual amount of money is to be exchanged, or if valuable property will be used or featured are examples of such activities. The Jordan Police Department will invoice the District and the charge will be assessed to the user based on the Police Department's invoice.

Auditorium Technician: Groups in tiers 2, 3, 4 and 5 will be charged for staff time, including preparation and restoration. This charge for all categories will be \$35.00 per hour.

- a. The Jordan School District reserves the right to refuse the use of the districts facilities and/or equipment to any group. It also reserves the right to limit the number of rooms available any group.
- b. A \$75 fee will be held in escrow for all Tiers 3-5 to insure clean-up of buildings and grounds unless waived in the rental agreement.
- c. All fees are subject to change depending on the size of the group
- d. A \$50 deposit is required for each set of River Valley keys. Deposit will be returned when keys are returned.
- e. **Failure to fill out a facility use form may incur a \$25 fine and any set-up needs may not be fulfilled.**

- f. Fees incurred for unforeseen emergency calls will be billed to the user group.
- g. Groups of 100 or more require 2 months reservation time.
- h. Facility request forms must be turned in one week before reservation.

Additional Facility Use Information

- I. Practice Time Restrictions
 - A. No practice for elementary students after 8:00 p.m.
 - B. No activities for youth on Wednesdays after 6:15 p.m. September – April.
 - C. No practices for youth before noon on Sundays