 Pages 60-61 of the Employee Handbook

WORKPLACE ACCIDENTS

Generally, injuries or illnesses incurred while performing work for RWCFS are covered under worker's compensation insurance paid for by RWCFS. If you require medical evaluation or treatment or become unable to work for any work-related reason, your benefits may include payment of your medical bills and your lost wages.

Regardless of the apparent insignificance of the injury or damage, and regardless of fault or responsibility, you must report the incident to your supervisor as soon as possible, no more than 24 hours after the incident. Failure to properly report a work-related injury or illness can negatively impact your claim or benefits. Supervisors aware of any workplace accidents must notify the Program Design Director by the next business day.

Workplace Injury Care Follow-Up

You are required to keep us updated on any medical appointments and treatment plans related to your workplace injury. While your time spent at initial evaluation and treatment will be paid, any follow-up appointments are not required to be paid, although you may apply any available paid time off. For that reason, you are strongly encouraged to schedule your follow-up appointments at times causing the least disruption in your workday. You may be required to reschedule any follow-up appointment due to an unreasonable disruption in operations, within the discretion of your supervisor.

Post-Accident Drug and Alcohol Tests

A regulated driver involved in an accident while driving for RWCFS will be required to submit to post-accident drug and alcohol testing, in compliance with the ***Alcohol & Drug-Free Workplace Policy***, located in the **Appendix** of this handbook.

Supervisors aware of a driving accident are responsible for ensuring timely testing. Failure to report a driving accident in time to allow for post-accident drug and alcohol testing may result in disciplinary action.

Temporary/Light Duty Assignments

If you are injured and unable to return to regular/full duty, we may be able to accommodate your doctor-ordered work restrictions and offer you light duty. Light duty assignments will be based on the information provided by your doctor and only offered if reasonably available and doing so would not create an undue hardship on our operations.

Before returning to work after a work-related injury, you must submit a doctor's note for review and determination or your return-to-work ability and status. You must keep us updated on any changes in your work status or restrictions and any scheduled follow-up appointments.

Light duty assignments are not intended to become permanent positions. Unless required by

 Pages 60-61 of the Employee Handbook

the Americans with Disabilities Act (ADA), we are not required to keep you on light duty indefinitely or permanently. While working light duty, you will be subject to the same rules and expectations for work performance, attitude and attendance as any other employee.

Refusal to Work

If you are offered light duty and you instead choose to remain off work, such time off is considered voluntary and not paid by RWCFS or Workers' Comp. Even if you have paid time off available to use, we are not required to approve your time off work. Refusal to return to work when medically cleared by your doctor and offered light duty may be considered insubordination and grounds for termination.

If your doctor releases you to return to work and you fail to notify us by the next workday, your absence may be considered a No Call/No Show and unexcused absence for the purpose of determining disciplinary action. Failure to return to work within **3 workdays** after medically cleared is considered job abandonment and voluntary resignation of employment.