

The recent economic down turn has affected every employer in this nation. Everything costs more, and employers are looking for any way to curb expenses. When an employee is injured, it might appear more cost effective to have the employee remain at home to recuperate. The employer is not paying the salary/ benefits; and they are not asking other employees to “help” an employee that may be limited in his or her physical abilities. On the other hand, it may be more costly because the work is not being done; and workers’ compensation rates will be on the rise.

Many work place studies show the longer injured employees are away from their normal job, the less likely they are to return to their jobs; and higher claim costs will result from extended medical and lost wage payments. Careful consideration of modified duty assignments and a Return-to-Work Program can benefit the employer by reducing the cost of a claim.

To assist you in reducing the rising costs of Workers’ Compensation claims, we have compiled the following GuideOne resources in order to help you develop and implement your own Return-to-Work Program.

## Contents

1. [Return-to-Work Program](#)  
(PDF) This document outlines the elements necessary to develop and implement a successful Return-to-Work Program for your organization.
2. [Sample Policy Statement](#)  
This customizable Word document has two sample policy statements that can be used for your Return-to-Work policy.
3. [Guide for Writing Job Descriptions](#)  
(PDF) This tool can be utilized to effectively write a job description.
4. [Sample Job Description](#)  
Use this sample form (Word document) to create job descriptions in your organization.
5. [Description of Employee’s Job Duties](#)  
Use this sample form (Word document) to describe the injured worker’s regular job, including job duties.
6. [Sample Letter to Treating Doctor](#)  
This customizable Word document can be used to create a letter that will be sent to the treating doctor.
7. [Return-to-Work Status Form](#)  
This sample form (Word document) should be used by the attending physician to identify what work restrictions are placed on the injured worker.
8. [Sample Offer of Employment Letter](#)  
Use this sample Word document to create an offer of employment letter once the injured worker has been released by the attending physician for modified duty.