

CITY OF KNOXVILLE ILLINOIS RETURN-TO-WORK POLICY

The City of Knoxville is committed to providing a safe work environment for its employees. It is the intention of the City of Knoxville to provide employees who have sustained work-related injuries with the opportunity to return to or remain on the municipality's payroll during periods of partial incapacity resulting from these injuries. Every effort will be made to ensure that employees receive quality medical care and are returned to the work environment as soon as they are physically able.

Employees who may work in limited capacity, but who are temporarily not capable of performing the full scope of their regular job duties, may receive a temporary job assignment through the City of Knoxville's Return-To-Work Program.

Job assignments will be based on specific medical restrictions provided by licensed physicians. If work is available for the injured employee and the physical requirements of such work do not violate any medical restrictions, the employee will be required to perform the alternate job assignment.

The City of Knoxville's Return-To-Work Program will be coordinated by Melanie Tuthill, City Collector. Melanie Tuthill may be reached by phone at 309-289-2814 or by email at tuthillm@kville.org. Melanie Tuthill is responsible for ensuring that the City of Knoxville's Return-to-Work Program is being fully utilized and followed.

Every effort will be made to ensure that an injured employee has received quality medical care and is returned to the work environment as soon as they are physically able.

In the event any injury occurs during off hours, then immediate care shall be provided at the facility below.

Emergency Care: OSF St Mary Medical Center
 3333 N Seminary St
 Galesburg, IL 61401
 309-344-3161

RETURN-TO-WORK PROGRAM

FREQUENTLY ASKED QUESTIONS



WHAT IS A RETURN-TO-WORK POLICY?

A Return-to-Work policy is a written statement outlining your municipality's commitment to supporting employees after a workplace injury. A compliant Return-to-Work policy:

- Enables employees to return to productive, medically-appropriate work as soon as they are able;
- Helps maintain wages, skills and engagement during recovery;
- Reduces a claim's duration and total cost; and,
- Demonstrates your commitment to employee well-being.

Return-to-Work policies are a standard best practice in workers' compensation programs nationwide.

Common misunderstandings include the belief that Return-to-Work programs require employers to take inappropriate actions. A Return-to-Work policy:

- Does not return an employee to work before medical clearance;
- Does not require creating new or permanent positions;
- Does not override physician restrictions;
- Does not require assigning tasks beyond an employee's qualifications; and,
- Is not a disciplinary measure.

WILL WE NEED TO CREATE "LIGHT-DUTY" JOBS?

- No. If possible, temporarily adjust existing tasks (e.g., filing, inventory, inspections). Restricted-duty tasks end once the employee has been medically cleared. If there are no tasks that fit an employee's restrictions, you are not required to create work. Sample tasks are available in the *Return-to-Work Program* packet, which is available on the Illinois Municipal League Risk Management Association's (RMA) website at imlrma.org/resources.

DO WE NEED TO ADOPT A RETURN-TO-WORK POLICY IF OUR MUNICIPALITY DOES NOT HAVE FULL-TIME EMPLOYEES?

- Yes. All RMA member municipalities must adopt a Return-to-Work policy. Please contact RMA member services by phone at (800) 252-5051.

WHO CAN ASSIST US WITH QUESTIONS REGARDING ADOPTING A RETURN-TO-WORK POLICY?

- Contact RMA member services by phone at (800) 252-5051 or by email at inquiry@imlrma.org.

Illinois Municipal League

RMA Risk
Management
Association