

Workers' Compensation and Modified Duty Policy

The mission of the [REDACTED]'s workers' compensation program is to reduce the personal and economic impact of a work-related injury or illness and outline the duties and responsibilities of the employee and employer if an injury occurs. [REDACTED]'s goal is to provide a safe and healthy workplace for all employees and reduce work-related injuries.

Policy details

General guidelines

Employees are expected to report all work-related incidents to their manager and [REDACTED]. All incidents — no matter how minor — should be documented within 24 hours of [REDACTED]'s knowledge. Prompt reporting and thorough investigation will prevent similar incidents from occurring. Retaliation, in any form, toward an employee who reports a work-related incident will not be tolerated.

All reasonable efforts will be made to get an injured worker back on the job as quickly and safely as possible. A modified work position will be considered if the injury restricts the employee from returning to their regular job duties. The modified job and tasks will vary depending on the business needs and the employee's skills, experience and restrictions.

Modified duty work will terminate if the medical provider determines that the employee has reached maximum medical improvement or returns to full-duty work with no work restrictions. When feasible, employees will return to their original job positions. If necessary, job accommodations will be considered. Employees assigned under the modified work program are subject to all existing personnel policies and are responsible for maintaining acceptable performance standards.

Employee responsibilities

- Report work-related accidents to your manager and [REDACTED] immediately.
- Complete the [Employee Incident Report](#).
- Obtain prompt medical treatment.
 - In case of emergency, go to the nearest medical facility.
 - For other injuries, go to one of [REDACTED]'s designated medical providers. A list will be provided to you.
- Provide your manager and Human Resources with a copy of the medical restrictions within 24 hours, once applicable.
- Comply with a treatment plan and attend all medical appointments.
- When possible, schedule medical appointments outside work hours.
- Actively participate in the modified duty work program.

Employer responsibilities

- Make this policy available through your employee handbook.
- Maintain a list of modified-duty tasks (contact your Pinnacol Return to Work consultant for assistance, if needed).
- When an employee reports an injury:
 - Seek immediate medical care in cases of emergency.
 - In nonemergency cases, provide the injured worker with a list of designated providers.
 - Submit a First Report of Injury to Pinnacol and follow all [steps for reporting and managing a claim](#).
 - Follow up with the injured worker to check on their well-being.
 - Maintain contact with the injured worker to monitor work restrictions.
 - If work restrictions allow, offer the injured worker modified duty (contact your Pinnacol Return to Work consultant if you need help with a formal offer of modified duty).
 - During modified duty, provide wage records to your Pinnacol claims representative as needed.