

Individual Return-To-Work Plan

Black Hills Special Services Cooperative supports the practice of returning injured employees to work, as soon as medically possible, in a position within our company compatible with the employee's restrictions. This program is being instituted with the cooperation of our Workers' Compensation carrier.

The prompt return of an injured employee to a position within his/her medical restrictions will; regain the employee's sense of job security, retain the employee's self-esteem, and help to re-establish the employee's pre-injury lifestyle while also helping to control overall Workers' Compensation costs.

We believe this practice serves the best interests of both the injured employee and Black Hills Special Services Cooperative.

All injuries, no matter how minor, should be reported to your supervisor immediately and documented by filling out a First Report of Injury Form. Prompt medical attention should be sought if necessary.

Black Hills Special Services Cooperative's Workers Compensation Insurance Carrier is:

ReliaMax
PO Box 90910
Sioux Falls, SD 57109-0910
Phone: 605-271-1939 Fax: 605-271-1940

The injured employee's current position can be modified to fit medical restrictions. If this is not possible, a temporary light-duty position will be made available. Examples of these alternate-duty positions are:

- Part-time employment (for example, 2,4, or 6 hours a day).
- A temporary job to meet the employee's work restrictions.
- Job modification or redesign to meet the employee's work restrictions.
- Designated existing jobs with reduced physical requirements.
- Many alternated job tasks to accommodate the injured employee.
- A different job within the company (may be at a lower wage as permitted by Workers Compensation regulations).

Executive Director