



BASICS



The Texas Department of Insurance's Division of Workers' Compensation has a return to work reimbursement program to assist small employers.

If you are a small employer, you may be eligible for reimbursement up to \$5,000 for special equipment, furniture and other workplace alterations that enable an injured employee to return to work.

You are eligible if your company employed at least two and not more than 50 employees each business day during the preceding calendar year. Submit your plans for approval to the DWC before you spend the money.

ADDITIONAL RESOURCES

Division of Workers' Compensation website:

tdi.texas.gov/wc/rtw/index.html

To help employers develop an effective Return-to-Work program, the DWC offers individual consultations, workshops, seminars, training, and an employer resource guide, available at:

tdi.texas.gov/wc/rtw/documents/rtwgguide.pdf

To arrange for a seminar or consultation, to receive printed copies of the employers guide, or if you want more information or have questions:

Email RTW.Services@tdi.texas.gov or call (512) 804-4809 to contact a Return-to-Work Education Coordinator.

Call (512) 804-5000 for more information about this program.

You can also contact us at:



FPO: WC9971a(03-17) Uniform Forms™



Tips and information about Return-to-Work programs from the Division of Workers' Compensation.

GOOD FOR WORKERS GOOD FOR BUSINESS



An effective Return-to-Work program:

- Lowers your cost
- Eliminates lost time
- Helps employees recover

Studies indicate that Return-to-Work outcomes in Texas have improved due to the efforts of employees who have implemented these types of programs.

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BENEFITS OF EARLY RETURN TO WORK FOR EMPLOYERS

The cost of replacing experienced workers is between 50 and 150 percent of their salaries.

AN EFFECTIVE RETURN-TO-WORK PROGRAM HELPS EMPLOYERS:

- Retain trained workforce and reduce turnover
- Avoid recruiting and training costs of hiring replacement employees
- Control and reduce workers' compensation costs

MAKE YOUR PROGRAM EFFECTIVE:

- Designate someone to coordinate your return-to-work activities
- Make sure that everyone knows who this person is and how to communicate with him or her
- Develop a task list for each job
- Prepare a written return-to-work policy, and post it where employees can see it
- Make a bona fide offer of employment that meets the restrictions of your injured employee

EMPLOYER-EMPLOYEE RELATIONSHIP IS IMPORTANT



Poor communication or lack of communication is a primary barrier to successful return to work.



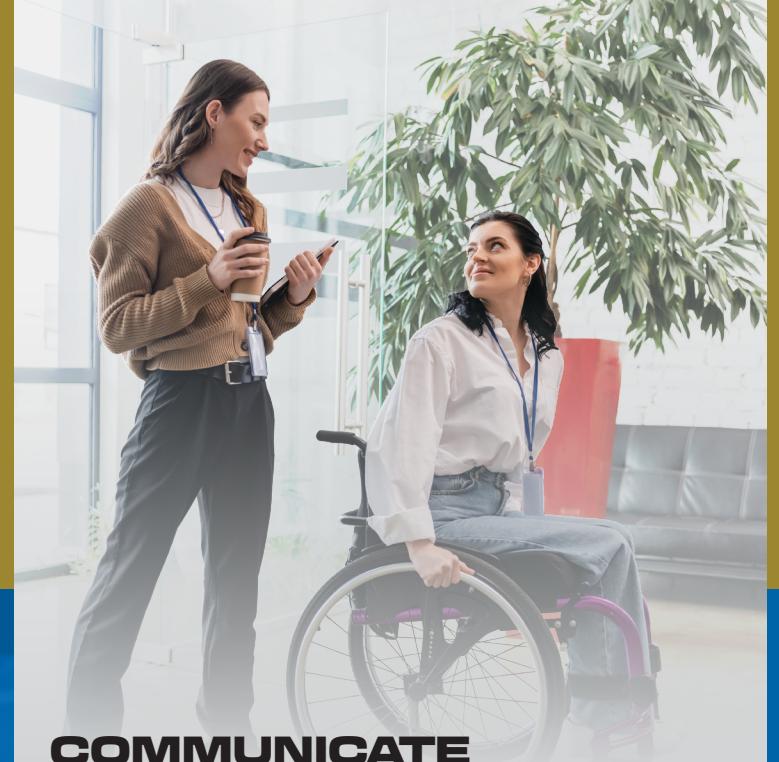
Keep the lines of communication open with your injured employee.



Consistent, supportive communication will help minimize unnecessary and prolonged lost time.



Let your employee know that they are missed and discuss possibilities for returning to work.



COMMUNICATE WITH THE ADJUSTER

You and your claims adjuster should communicate regularly about all workers' compensation claims, particularly when an employee is missing work. Regular communications are essential to monitor the progress of the claim and to facilitate return to work.

Make sure that your claims adjuster knows that you have a Return-to-Work process and that you expect their support of your program.