Great Falls Return-to-Work (RTW) Program Overview

- Supports safe, timely recovery and consistent communication.
- Ensures documentation is completed quickly.
- Strong Medical Status Form (MSF) requirements.
- Structured light-duty system.
- Benefits employees and City departments through stability.

Reporting an Injury

- Employee completes Loss Control Report within 1 day.
- Supervisor completes investigation + Supervisor Loss Control Report.
- All paperwork submitted to Risk Management.

Medical Status Forms

- Employee must bring updated MSF after every wc scheduled appointment.
- Required before returning to any work duties.
- Restrictions guide modified or light duty placement.

Light Duty Process

- Written Temporary Alternative Duty Assignment (if necessary).
- Employee signs acceptance or refusal.
- Restrictions monitored closely by Supervisor and reported to Risk Management.

Program Principles

- Care for employees.
- Clear expectations.
- Consistent communication.
- Financial + operational stability for the City.