

McDonald's Sample Transition To Full Duty - Jobs by Classification

Classification	Definition
Sedentary-type work	<p>Sedentary-type work includes lifting 10 pounds (4.5 kilograms) maximum. This work involves sitting, occasional walking, standing, and wrapping and packaging finished food products, such as hamburgers and fries. The following positions would be considered sedentary-type work:</p> <ul style="list-style-type: none"> - Drive-thru or front counter order-taker cashier - Assemble Kids Meals Boxes - Office work, phone calls, and other administrative tasks
Light work	<p>Light work involves lifting 20 pounds (9.1 kilograms) maximum, with frequent lifting or carrying up to 10 pounds (4.5 kilograms). These jobs also include a small degree of pushing and pulling of arm and leg controls, and walking or standing, some to a significant degree. The following positions are light- work positions:</p> <ul style="list-style-type: none"> - Runner - Milkshakes and soft serve preparation - Fry station - Production caller - Biscuit preparation - Salad assembly - Setup transition or service - Hotcakes preparation - Host or hostess
Medium work	<p>Medium work involves lifting 50 pounds (22.7 kilograms) maximum, with frequent lifting or carrying of objects weighing up to 25 pounds (11.3 kilograms). These jobs include the following:</p> <ul style="list-style-type: none"> - All grill area positions - Grill setup or transition - Dining room and restroom pre-close and close - Service pre-close and close - Back room pre-close and close

RETURN-TO-WORK POLICY

(Sample)

Please read the following carefully. This policy applies to all employees with work related injuries.

- Our Company is committed to maintaining the safety, health and productivity of our employees.
- Modified and transitional duty is a temporary work offer pending determination of an employee's ability to return to regular duty work.
- It is this company's policy that injured employees accept and fully cooperate with modified and transitional duty work found suitable by the attending physician.
- Failure to accept modified or transitional duty work that the attending physician has found to be within the employee's capabilities may result in the reduction or suspension of time loss benefits.
- Failure to comply with the company's return-to-work policy and procedures without authorized exception may subject the employee to disciplinary action.
- All employees are responsible for reading and understanding this company's policy and procedures for return-to-work and discussing any questions or concerns with management.

Employee Name: _____

Employee Signature: _____ Date: _____

Download the English/Spanish of this document at
<http://www.ProfitFromSafety.com/rtw-a-win-for-all/>

Return to Work Letter - SAMPLE

Instructions for Employer:

This is to be sent by the employer to employee with a copy of the doctor's release via regular and certified mail. Please be sure to copy your insurance company.

A reasonable time has to be given for the employee to show up timely for light duty work.

(Date)

(Address)

Dear _____ :

We are pleased to learn that you have been released to return to employment at _____ . According to _____ , you are able to return to _____ duty position. Such a position is available at _____ , the details of which are as follows:

Position Title: _____
Job Description: _____

Date to Report to Work: _____
Location to Report to: _____
Person to Report to: _____
Time to Report: _____
Schedule as Follows: _____

Wage rate: _____

We are pleased to be able to offer you this position within the work guidelines established by _____ . If you have any questions prior to your start date, please call me at _____ .

Very truly yours,

