October 30, 2001

Frank Summers

123 West Loop Drive

Boise, ID 83703

Re: Date of Injury: 4-20-01

Dear Mr. Summers,

We have received information from Dr. \_\_\_\_\_\_\_\_\_\_\_, releasing you to light duty work, effective \_\_\_\_\_\_\_\_\_\_\_\_\_. We currently have a position available within the work restrictions Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_ recommended.

Please present to work on November 5, 2001 at 8:00 am. The light duty position will be for 8 hours per day, 5 days per week, and pays $6.50 per hour. If you are required to attend physical therapy or doctor’s appointments, you should notify your supervisor in advance, and obtain a slip from the medical provider, stating the times you attended this appointment. Any wage loss incurred by you due to medical appointments related to the injury, or our inability to provide work within your restrictions, will be reported to our workers’ compensation carrier for consideration of wage reimbursement.

Please sign the bottom portion of this letter, indicating your willingness to perform this position, beginning on November 5, for the hours and pay specified, and return it to our office.

The light duties offered for **<name>** will include, but are not limited to the following:

1. Filing, sorting, and other paperwork

2. Putting together monthly newsletter and other flyers and mailers for the corporate office

3. Light house cleaning, i.e., wiping counter tops

4. Computer documentation

5. Reading to residents, calling out bingo, and all other facility activities as assigned

6. Food prep and assist with serving and clean-up of meals, setting tables

7. Laundry duties, folding, and put away

8. Clean dining room chairs and tables, wipe down front of cupboards, clean out fridge

9. Answer call bells and attend to resident’s ADLs within work restrictions

10. Clean and organize all pantry, cupboards, drawers, and refrigerators. Discard any old or outdated foods left in containers.

11. Temp all foods to correct temperatures before meal service

12. Check temps of the refrigerators/freezers, water temps, medication refrigerators and document in log.

13. Complete all in-service packets.

14. Various and miscellaneous office tasks at any of The Cottages locations or at the home office.

15. Miscellaneous chores that comply with your work restrictions

Your shifts are \_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_ , \_\_\_\_\_am - \_\_\_\_\_\_pm and……. You are to follow directions from MD on restrictions each and every shift.

Sincerely,

Veronica Miller, Secretary

Bob’s Assembly Plant

\_\_\_\_\_ I accept this offer of light duty work, effective November 5th, at the specified hours and pay.

\_\_\_\_\_ I decline this offer of light duty work and am aware that my workers’ compensation income benefits may be decreased, or stopped, due to my refusal.

Comments:

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (employee’s signature) Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (administrator’s signature) Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_