

POLICY NO. 619

Adopted: April 18, 2008

Certified by _____

**Colette Pierce Burnette
Vice President for
Administration and CFO**

SUBJECT: WORKERS' COMPENSATION TRANSITIONAL WORK POLICY

Central State University is committed to supporting employees with temporary physical and/or psychological restrictions so as to enable them to continue to work throughout their recovery. The purpose of this policy is to help such employees continue to work to the maximum extent possible, and to support units in their efforts to provide work to these employees.

Central State University offers transitional work. Our program offers temporary work assignments that are within the medical restrictions to gradually and safely progress the employee back to full duty.

The program is being offered to protect the employability of our employees by allowing them to return to work as soon as possible following an injury. Transitional Work Program (TWP) - transitional work is intended to provide employees who temporarily are physically unable to perform their regular work assignments, due to a work related accident, injury, or illness, with safe and suitable alternative work assignments. The Transitional Work Program is managed by Human Resources. Human Resources will monitor the employee's progress under an individual TWP agreement through communications with the employee, the supervisor, the area division head, the medical provider, the managed care provider the Bureau of Workers Compensation, and any other necessary parties.

Participation for employees with an occupational related injury/illness/restriction is required. If any employee refuses or violates the TWP agreement the employee's worker's compensation, short term disability, and/or long-term disability benefits may be terminated, and corrective action may be taken. Employees with Non-Occupational Injuries/Illnesses/Restrictions may be offered a voluntary opportunity to participate in the transitional work program as well at the University's discretion.