

## **PROCEDURE NO. 619.1**

### **Area: Human Resources**

Adopted: April 18, 2008

Certified by \_\_\_\_\_

Colette Pierce Burnette  
Vice President for  
Administration and CFO

Revisions Approved:

---

### **SUBJECT: Workers' Compensation Transitional Work Procedures**

---

#### **Transitional Work Program Procedures**

The university will make every reasonable effort to utilize individuals who have temporary medical conditions including physical and/or psychological restrictions, so as to allow those individuals to make the fullest contribution to the university during the time of their temporary restrictions. The University will be flexible in assigning job duties based on the skills of employees who have medical conditions.

#### **Transitional Work Program Parameters**

- A. All employees with a temporary occupational injury/illness/restriction are required to participate in the program.
- B. Employees with non-occupational temporary physical and/or psychological conditions that prevent them from performing the essential functions of their jobs are eligible for transitional work.
- C. A transitional work agreement must be completed whenever an employee has returned to work with temporary restrictions from their health care provider for 14 calendar days or more unless an exception is granted by Human Resources.
- D. Human Resources in consultation with the home department, determine whether an employee may utilize a transitional work agreement. If so, a transitional work agreement is established and the employee is placed in an appropriate available position. Transitional work agreements are established

through a meeting with Human Resources, the employee, the home department, and the temporary department as appropriate.

- E. The expected maximum duration of a transitional work agreement is 12 weeks. Extensions may be granted by Human Resources, in consultation with the home and temporary department, based on the employee's medical condition and progress in the TWP.
- F. The home department bears all costs of the transitional work assignment.

## **Transitional Work Assignments**

- A. A request for a transitional work assignment can be initiated by the home department, employee, or the employee's health care provider by contacting Human Resources. Medical documentation from a health care provider that describes the restrictions must be submitted to Human Resources.
- B. Human Resources may conduct a transferable skills analysis with the employee and job analysis with the home or temporary unit to ensure appropriate placement.
- C. Staff may be required to work out of classification as deemed necessary for a transitional work agreement.
- D. Transitional work assignments may be offered for a shift other than the employee's usual shift assignment.
- E. Employees who are restricted to working less than their regular Full Time Hours will be paid at their regular rate of pay for hours worked. Accrued paid leave can be used as appropriate under the Paid Leave Programs policy. Consult with Human Resources regarding other applicable paid leave options for the balance of the Full Time Hours.
- F. If an employee refuses or violates the transitional work agreement, the employee's workers' compensation, short-term disability, and/or long-term disability benefits may be terminated, and corrective action may be taken.
- G. Periods of work under transitional work assignment are not calculated as part of the probationary period, unless otherwise noted in the transitional work agreement.

## **Placement into Transitional Work Assignments**

The priority for placement is that employees remain in their home college/VP unit. University employees may be placed only in general university positions. Placement will typically occur in this priority order:

- A. Same job, same college/VP unit.
- B. Different job, same college/VP unit.

If necessary, an employee may be placed in a different college/VP unit.