



## **Policy # 53038**

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### **TRANSITIONAL RETURN TO WORK POLICY**

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**Effective Date:** January 15, 2009

**Revised Date:** November 19, 2008

**Responsible Office:** Human Resources

**Division:** Finance

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#### **I. PURPOSE/OBJECTIVE**

To ensure the safe and expedient return of Grambling State University employees with job related injuries and illnesses to transitional or regular employment, and to comply with R. S. 39:1547, which requires creation of a return to work program.

#### **II. STATEMENT OF POLICIES**

Grambling State University is committed to providing for the earliest possible safe return to work of employees who previously sustained occupational related injuries or illnesses. The Transitional Duty Program has been established to ensure that the university makes a concerted effort to return employees to productive and meaningful assignments. This program allows an employee to be assigned to light/restricted duty for a temporary period (one year or until the employee reaches maximum medical improvement, whichever is less). Employees returning to work in a light/restricted capacity should effectively reduce the overtime load required by other employees who have fulfilled the job responsibilities during the absence of the regular employee.

The employee is responsible for reporting job related accidents, incidents, injuries and illnesses to the unit supervisor or the designated alternate employee within twenty-four (24) hours. The supervisor is responsible for insuring all related accident forms are completed and the originals forwarded to the Human Resources Department within twenty-four hours of being notified of the employee's incident.

This program is not intended to interfere with the procedure applicable to employees who are otherwise eligible for reasonable accommodation under the American's With Disabilities Act (ADA). In a case where an employee refuses an accommodation or reassignment to duties, which is within his/her restrictions and ability to perform, the university is not obligated to provide further alternatives. If all efforts fail to "return the employee to work," it may be necessary to terminate the individual.

Training on the G.S.U. Transitional Duty Program is required for all supervisors of classified employees and classified employees. Upon employment, all employees receive a copy of the Transitional Duty Program policy. A training class will be conducted every three years by the Office of Human Resources and Safety and Risk Management.

**A. Supervisors of Employees in Loss Time Status are required to:**

1. Advise the employee to keep in contact with the Human Resources Analyst B in the Department of Human Resources
2. Serve as a member of the Case Management Team to assist in the modification of the employee's job duties
3. Forward a copy of all health care provider's orders and follow-ups to the Department of Human Resources
4. Ensure that a copy of the approved appropriate leave form is forwarded to the Department of Human Resources
5. Report all problems or non-compliance of modified job duties
6. Ensure the employee does not return to a full work load without a release from the attending health care provider

**B. Employees in Loss Time Status are required to:**

1. Follow departmental procedures regarding attendance and leave
2. Maintain contact bi-monthly with supervisor to provide updates of return to work status
3. Ensure a Family and Medical Leave Act Health Care Provider form is filled out completely by the attending health care provider and turned into the Department of Human Resources
4. Ensure a checklist of the duties and type of work is completed by the health care provider and forwarded to the Department of Human Resources

**C. Human Resources Analyst B is required to:**

1. Serve as a member of the Case Management Team
2. Act as a liaison for all interested parties

**D. The Case Management Team is required to:**

1. Determine the employee's restrictions/limitations based on the job description, FMLA Health care provider's form and health care provider's checklist
2. Assess how the restrictions impact the employee's ability to perform his or her duties
3. The Department of Human Resources representative will address any question(s) to the attending health care provider
4. Notify the employee of the "Return to Work" job description and/or request to see the University's health care provider for a second opinion (This second opinion of the employee's condition is at the employer's expense)
5. If the employee cannot return to his or her former department, the team will work with the employee to attempt to place the employee in another position with the University that is commensurate with the employee's restrictions and

job skills. The employee's department will be responsible for the wage and benefit costs during the period of time the employee is placed temporarily outside the department.