



<b>SUBJECT</b>	<b>EFFECTIVE DATE</b>
Transitional Duty Program	

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## **I. PURPOSE**

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

## **II. STATEMENT OF POLICY**

Grambling State University is committed to providing for the earliest possible safe return to work of employees with 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).

The employee is responsible for reporting job related illnesses and/or injuries to the unit supervisors, who is responsible for insuring all accident forms are completed. This program is not intended to interfere with the procedure applicable to employees who are otherwise eligible for reasonable accommodation under the Americans 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 using the applicable Civil Service Rules.

Training on the GSU Transitional Duty Program is required for all supervisors of classified personnel upon employment an every three (3) years afterward.

APPROVED: Nearie F. Warner  
NEARI F. WARNER  
Acting President

09/19/01  
DATE APPROVED