

PPM #14

Policy Name: *Transitional Return to Work Plan*

Effective Date: *August 16, 1999*

Revision Date: *August 1, 2008; December 1, 2011; October 1, 2014*

Authorization:



Charles R. Davis, Deputy Secretary

POLICY

In accordance with Louisiana R.S. 39:1547 and the Office of Risk Management's *Insurance Information Notice 2015-1*, this policy is designed to facilitate, if possible, the expedient return to work of injured OLG/DCRT employees, provided that the Department can identify meaningful and productive tasks in furtherance of its mission and business needs that can be performed by such employees within their physical restrictions.

All OLG/DCRT employees shall be provided training on this policy in association with new hire orientation, and annually thereafter during safety training.

APPLICABILITY

This policy applies to all employees of OLG/DCRT, regardless of status.

PROCEDURES

The following procedures shall be utilized to evaluate, facilitate and document efforts to provide transitional duty to injured OLG/DCRT employees:

A. INJURY REPORTING

All work-related employee injury reports, as completed in accordance with the "Accident/Injury Reporting" section of the OLG/DCRT Safety Manual, shall be provided immediately to the Safety Risk Agency Director, which is responsible for reporting such injuries to the Office of Risk Management's third-party administrator (TPA) via the TPA's online claims system.

B. PHYSICIAN'S MODIFIED WORK INFORMATION SHEET

The applicable site manager/supervisor is responsible for providing the injured employee with the Physician's Modified Work Information Sheet, which must be completed by the employee's treating physician and returned to the employee's supervisor prior to the start of his/her next scheduled work shift. Under no circumstances may a supervisor allow an injured employee to return to work until

the completed form has been received. Upon receipt, the supervisor shall forward the completed form to the Safety Risk Agency Director.

C. TRANSITIONAL RETURN TO WORK (RTW) TEAM

As the department's Transitional Return to Work (RTW) Coordinator, the Safety Risk Agency Director shall coordinate the transitional employment program. Additional RTW team members include the following: Human Resources Director; applicable Deputy Assistant Secretary; and injured employee's supervisor.

Upon submission of the Physician's Modified Work Information Sheet to the Safety Risk Agency Director, the RTW team shall review the form and determine whether the injured employee has been sufficiently released by his/her treating physician such that he/she can perform modified duty that is meaningful and productive for the Department's mission and business needs.

D. TRANSITIONAL RETURN TO WORK PLAN

If deemed appropriate, a Transitional Return to Work Plan shall be prepared and approved by the RTW team outlining the following:

- Modified or alternate job duties to be performed by injured employee;
- Assigned work schedule, to include specific days and hours to be worked each week;
- Designated supervisor to whom the injured employee shall report;
- Assigned duty location;
- Duration of transitional employment;
- Specific return to work date and time;
- List of physical restrictions with which injured employee must comply, as stipulated by treating physician.

The return to work plan shall also include a written Conditional Offer of Employment relative to such transitional employment.

Once developed, the Safety Risk Agency Director shall notify the injured employee, or his/her legal counsel if represented, that the Department is prepared to offer transitional employment to the injured employee. Upon such notification, the Safety Risk Agency Director will coordinate a meeting between the injured employee (or his/her legal counsel) and the employee's supervisor in order to present/discuss the Transitional Return to Work Plan and associated job offer.

E. ACCEPTING TRANSITIONAL EMPLOYMENT

Once presented, the injured employee has 24 hours to accept or reject the Conditional Offer of Employment. If accepted, the injured employee must:

1. Sign and return the job offer form to his/her supervisor within the above-identified time period.
2. Submit a completed Functional Capability Form to his/her supervisor prior to the start of his/her first day of transitional duty.

If the injured employee fails to timely provide such documentation, the transitional employment job offer shall be rescinded.

F. EMPLOYEE RESPONSIBILITIES DURING TRANSITIONAL EMPLOYMENT

Upon acceptance of transitional employment, it is the injured employee's responsibility to:

- Report to work as outlined in the Transitional Return to Work Plan and accepted job offer;
- Work within the restrictions provided by his/her physician;
- Comply with prescribed medical treatment and attend all scheduled medical appointments;
- Advise immediate supervisor and RTW Coordinator if transitional work is physically too difficult.

G. RTW COORDINATOR RESPONSIBILITIES

As the RTW Coordinator, it is the responsibility of the Safety Risk Agency Director to:

- Facilitate the transitional employment program;
- Maintain all appropriate documentation related thereto, to include: efforts to identify transitional RTW tasks, whether successful or failed, for an injured employee; job offers for transitional employment, whether accepted or rejected, for an injured employee; barriers that prevented the Department from being able to offer transition employment to an injured employee; and business necessity related to the termination of an injured employee for exhaustion of sick leave.
- Coordinate RTW efforts with the TPA, to include: notification when transitional employment has been offered, amended, or rescinded; notification when an injured employee is separated from employment; or to request that the TPA contact the injured employee's treating physician(s) for additional information.
- Ensure the periodic evaluation of the transitional employment program through the completion of the Transitional Return to Work Audit Form (DA-WC4000) by each OLG/DCRT agency.

QUESTIONS

Questions regarding this policy should be addressed to the Safety Risk Agency Director at (225) 219-9413.

Summary of Changes: Added policy number (December 1, 2011); Renamed policy from Early Return to Work to Transitional Return to Work Plan, removed Philosophy section, added new Policy section, removed Requirements/Procedure section, added new Procedures section, referred questions from Human Resources Division to Safety Risk Agency Director (October 1, 2014).