

WELCOME TO TRANSITIONAL WORK

Transitional work is the process through which injured/ill employees are brought back to work as quickly as possible in temporary work assignments. These temporary work assignments are designed to help employees remain productive and help speed the medical recovery process. Transitional work is a dynamic process involving input from the employee's department, the immediate supervisor, the treating physician, and in many cases the employee. The program is designed to create the best possible return-to-work opportunity for the injured/ill employee.

PROGRAM OVERVIEW

Goal of Program

This campus-wide program is designed to provide transitional work for the injured/ill employee who can't immediately return to regular duties with the goal of restoring the employee to his/her regular job. It makes return to work a part of the medical treatment plan using the theory of work as therapy.

Time/Length of Program

A Transitional Work Agreement (TWA) is a temporary agreement that begins the day the employee is medically allowed to return to modified work. During transitional work, the department assigns work that focuses on the injured workers capabilities. In those instances where the medical evidence states the employee is showing no improvement, the transnational work duties may be modified or the employee may be placed off work to prevent aggravation or further injury.

Who Designs Work

The TWA is developed through collaboration of the affected department, the immediate supervisor, treating physician, and the employee.

Nature of Duties

Tailored to reflect the employee's physical and mental abilities; intended to maximize recovery. Duties are flexible and may change daily or weekly, depending on the employee's medical progress and organizational needs. Duties are based on the employee's capabilities rather than limitations.

Results

When the involved parties work together, the potential for employee recovery and the successful return to full duties results.

RESPONSIBILITIES

Each participant in the transitional work process has a responsibility to facilitate the process and assist in its implementation and operation.

Supervisor's Role

- Require a Work Status Report each time the employee has a follow up visit with their physician, and forward the work status document to the Office of Workers' Compensation.
- Participate in developing and maintaining a TWA for all affected employees.
- Help oversee the transitional work process to ensure physical suitability and value of work performed.
- Provide a positive working environment conducive to creative problem solving and acceptance of injured/ill employee's involvement with a TWA.
- Maintain regular contact with injured/ill employees throughout medical recovery.
- Monitor the appropriateness of the work activities being performed; verify that work performed is in compliance with current medical limitations.
- Observe the injured employee's work activities to ensure he/she works with the prescribed physical allowances.

Employee's Role

- Provide a work status report or medical release to your supervisor upon your return from each doctor's visit to ensure all work restrictions are addressed timely.
- If applicable, meet with the transitional work team to participate in helping design an effective TWA.
- Actively participate in the TWA that was developed for you by consistently working within the physical limits established on your agreement.
- Notify your supervisor, and the workers' compensation manager of all medically allowed changes that occur throughout your TWA period.
- Report any activities that are beyond the TWA to your supervisor, or the workers' compensation manager.

Workers' Compensation Manager's Role

- Monitor the medical progress of the eligible employee and initiate the transitional work process in a timely manner.
- Ensure an understanding of the program by both the supervisor and the affected employee.
- Verify that all participants understand the work limitations and abide by the plan guidelines.
- Meet with the supervisor and the injured/ill employee as needed.

If there are any questions or concerns, feel free to contact

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Workers' Compensation Manager

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