

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

Transitional Work Program
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Effective Date: August 11, 2016

TRANSITIONAL WORK PROGRAM

1. The College has adopted the following procedures to administer the Transitional Work Program (TWP).
2. An employee sustains an injury or illness that prevents performance of his/her regular job duties.
 - a) For work-related injuries:
 - i. Employees must report an injury to their supervisor on duty within 24 hours of the incident or as soon as possible. The employee should follow the employee accident reporting the procedure and complete the incident/injury report forms found on the Human Resources webpage at: <http://www.csc.edu/about/human-resources/injury.shtml>. Failure to timely report an injury may result in discipline.
 - ii. The Human Resources Department processes Workers' Compensation claims. Prior to returning to work, the employee will submit documentation from his/her attending physician to indicate any physical or psychological work restrictions, including any reduced or modified work schedules.
 - b) For other injuries/illnesses:

The employee or the employee's supervisor will contact the TWP Coordinator to request a Transitional Return to Work Agreement for medical reasons.
3. The TWP Coordinator will forward the position description to the employee's attending physician in order to determine which duties the employee is able to perform safely. Employees who enter into a Transitional Work Program may be assigned to their original position with modified duties and/or modified hours, or to a different position which complies with the limitations set forth by a medical professional.
4. The attending physician will be asked to review the position description and provide restrictions for the employee and a date when the employee may return to his/her regular job duties.

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5. The TWP Coordinator will review the attending physician's report in order to determine whether the employee will be able to participate in the Transitional Work Program. If appropriate transitional work is not available, the employee will continue on the appropriate approved leave. The College has the right not to accept part-time reinstatement.
6. The TWP Coordinator or designee will coordinate the transitional work assignment (work schedule, type of position duties, process to original job duties, etc.) with the attending physician, employee, and the immediate supervisor.
7. An employee who enters the Transitional Work Program will be assigned to either:
 - a. Their original position, with modified duties and/or modified hours/shift.
 - b. Another position or schedule which complies with the limitations set forth by his/her attending physician.
 - c. Employees who are restricted to working less than their regular number of hours will be paid at their regular rate of pay for hours worked. Accrued paid leave may be used for the difference in hours worked and the employee's regular number of hours. Eligible employees without accrued paid leave shall use FML hours with no pay.
 - d. If the transitional work agreement is as a result of an occupational injury, an employee who refuses the transitional work agreement may have any additional treatment or benefits received under Workers' Compensation terminated.
8. The employee's transitional work progress will be reviewed by both the supervisor and the TWP Coordinator during the transitional work assignment. Supervisors should submit periodic progress reports to Human Resources to monitor the transitional work assignment. The employee must submit updated medical documentation, so that progress can be noted and monitored by the attending physician and/or rehabilitation specialist, if applicable. This will assist in determining whether the employee has progressed as expected.
9. Tasks and duties associated with an employee's transitional work may change as the treatment plan progresses and the attending physician gradually eases the restrictions required for the employee to safely return to original duties/job.

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10. At the conclusion of the TWP, the final evaluation of the transitional work assignment shall be performed by the TWP Coordinator and the supervisor in consultation with the attending physician.
11. The attending physician shall sign an official return to work release with no restrictions.

Last Effective Date: October 1, 2004