



***Transitional Return to Work Policy and Procedure***

**EFFECTIVE DATE:**  
**LAST REVISION: 09-01-16**

**DEPARTMENT: Human Resources**  
**POLICY NO.**

**I. Philosophy:**

The health, well-being, and safety of all employees is of great importance to Central Louisiana Technical Community College (CLTCC).

CLTCC believes that employees should be returned to gainful employment as soon as medically possible after sustaining a job-related injury or illness.

CLTCC seeks to provide a Transitional Return to Work Program which will implement a safe transitional return to work, ultimately reduce the duration of time needed to transition back to full duty, retain valuable employee skills and physical conditioning, reduce workers compensation claims costs, and overall facilitate a safer working environment for all employees.

**II. Policy Statements:**

Transitional Return to Work duty is modified duty which allows a worker to return to duty early, within the physical restrictions determined by a physician and the constraints of job duties and tasks, until the worker is capable of returning to full duty.

Transitional duty as part of the Transitional Return to Work Program is offered for the length certified necessary by a physician or other qualified provider but may not extend for longer than one year.

CLTCC does not guarantee placement in the Transitional Return to Work Program and this program shall not be construed as a contract for such placement or an obligation to offer, create, or encumber any specific position for the sole purpose of returning an employee to transitional duty.

*The Appointing Authority, the Chancellor at CLTCC, has final discretion of approval or placement in this program and must adhere to relevant LCTCS policy and procedures and State Civil Service rules for such placement and assignment.*

While accommodations may be addressed as part of a transition to duty program, this program is not intended to instruct the procedure applicable to employees who may be eligible for a reasonable accommodation under the Americans with Disabilities Act. Should an employee be eligible under the American with Disabilities Act, contact should be made with the American with Disabilities Act Coordinator at:

**Title IX Coordinator/ADA/Section 504 Coordinator Inquiries Contact:**

CLTCC's Human Resources Director (318) 487-5443 ext. 1154

4311 South MacArthur Drive

Alexandria, LA 71302

### **III. RESPONSIBILITIES**

In the event that a CLTCC employee sustains a job related illness or injury, there are responsibilities for the employee, the supervisor, the Return to Work Coordinator, the Human Resources Department, and the Transitional Return to Work Team.

#### **EMPLOYEE**

1. Report on the job related injury/illness to supervisor immediately.
2. Complete the Incident/Accident Form which can be found at:  
<http://doa.louisiana.gov> or <http://cltcc.edu/>.
3. SEE HUMAN RESOURCES PRIOR TO PHYSICIAN CARE UNLESS THERE IS A LIFE OR LIMB EMERGENCY-MUST COMPLETE NECESSARY PAPERWORK IN HR.
4. Provide physician with Job Description and Physician's Modified Work Information Sheet.
5. Comply with medical treatment and maintain all medical appointments.
6. Return to duty when requested, whether full duty or transitional duty.
7. Maintain contact with supervisor and Human Resources and provide ongoing physician documentation required by leave policies.
8. Cooperate with CLTCC Transitional Return to Work Team to assist in development and understanding of transitional duty.

#### **SUPERVISOR**

9. Complete supervisor portion of Incident/Accident Form and submit to Human Resources.
10. Participate with Safety Office in conducting any investigation necessary.
11. Inform Human Resources of any updates received from employee.
12. Participate with Transitional Return to Work Team to develop a Transitional Return to Work Plan if necessary.
13. Monitor employee progress during transitional duty participation.
14. Maintain confidentiality of employee and program.

#### **HUMAN RESOURCES**

15. Process claim electronically, complete necessary paperwork for choice of physician, and maintain documentation of claim.
16. Provide employee updated job description and Physician's Modified Work Information sheet to provide to the certified health care provider.

17. Allow employee to seek treatment with a physician of choice.
18. Maintain contact with Sedgwick or Office of Risk Management on behalf of agency.
19. Contact Transitional Return to Work Coordinator as necessary to develop transitional duty.
20. Process Transitional Return to Duty Letters of Offer and Plans within guidelines.
21. Process personnel actions required in temporary reassignments or details to duty.
22. Monitor progress and maintain reporting statistics.
23. Maintain confidentiality of employee and program.
24. Notify Sedgwick or Office of Risk Management on employment status.

#### **TRANSITIONAL RETURN TO WORK COORDINATOR**

25. Responsible for overall coordination of Team and Team meetings.
26. Develop, facilitate, and monitor transitional return to work program.
27. Develop and facilitate accommodations as necessary.
28. Monitor progress and maintain reporting statistics and compliance.
29. Maintain confidentiality of employee and program.

#### **TRANSITIONAL MODIFIED DUTY TEAM**

30. Review job duties and tasks of employee.
31. Review and consider physical capabilities worksheets or functional capacity surveys.
32. Assist to define job specific tasks and assignments that may provide a return to transitional duty in the same department or alternate department within guidelines.
33. Assist to develop a Transitional Modified Duty Plan to meet specifications of job and employee restrictions.
34. Reevaluate the plan every 30 days.
35. Seek assistance from Sedgwick or Office of Risk Management for vocational rehab counseling.
36. Participate in quarterly team meetings or in ongoing meetings necessary for progress.
37. Maintain confidentiality of employee and program.

Source of Policy: LCTCS

Related CLCC Policies: \_\_\_\_\_

Related LCTCS Policies: \_\_\_\_\_

Approved: *Janet R. Sadler*  
Chancellor

Date: 2-20-17