

WELCOME TO TRANSITIONAL EMPLOYMENT

The Transitional Employment Program is based on the Return to Work Program established by FSA 78-75, Supplement #1 (Campus Loss Control Programs-Actions to be Taken by the Campuses to Enhance Program Effectiveness), but was updated in 2000 on the advice of the CSU's Risk Management Authority. These procedures have been in effect since 2000, but were issued as a Vice Provost memo in January 2004.

Transitional employment is the process through which injured/ill employees are brought back to work as quickly as possible in temporary work assignments. These work assignments are designed to help employees remain productive and to actually speed the medical recovery process. Transitional Employment 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 FEATURES

Time/Length of Program:

A specific time frame (up to a maximum of 90 calendar days for staff employees and one semester for faculty employees) starts the day the employee is medically

allowed to return to work on light/transitional duties. If, at the end of the 90 calendar day or one semester program, you are unable to resume your full work duties, you will be off work pending a full medical release.

Duties:

Tailored to reflect the employee's physical/mental abilities; intended to maximize recovery, resulting in increased productivity.

Nature of Duties:

Duties are flexible; may change daily or weekly, depending on the employee's medical progress and organizational needs. Duties are based on employee's capabilities rather than limitations.

Who Designs Work:

The affected department, the immediate supervisor, treating physician, and the employee.

Breadth of Program:

Is campus-wide and is based on employee's capabilities and department/university needs.

Goals of Program:

To provide transitional employment for the injured/ill employee who can't immediately return to regular duties with the goal of restoring the employee to his or her regular job within the 90-day or one semester transitional employment period. It makes return to work a part of the medical treatment plan using the theory of work as therapy.

Results:

Increases productivity and increases the potential for employee recovery.

RESPONSIBILITIES

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

Supervisor's Role:

- Carefully follow instructions provided within Transitional Employment Program e-mail notifications.
- Require a Work Status Form (or physician's medical release) each time the employee has a follow-up visit with his or her physician; verify that the Disability Programs Office receives a copy.
- Participate in developing and maintaining a Transitional Employment Program Plan for all affected employees in their area of responsibility.
- Help oversee Transitional Employment Program process and ensure physical suitability and value of work performed.
- Provide positive working environment conducive to creative problem-solving and acceptance of injured/ill employee's involvement in Transitional Employment Program.
- Maintain regular contact with injured/ill employees throughout medical recovery.
- Monitor the appropriateness of the

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Supervisor's Role: (continued)

work activities being performed; verify that work performed is in compliance with current medical limitations.

- Observe the injured employee's work activities to ensure that he or she works within the prescribed physical allowances.

Employee's Role:

- Report all work-related incidents, injuries and illnesses immediately to supervisor.
- Provide a Work Status Form (or physician's medical release) to the Disability Programs Office immediately after each doctor's visit.
- Meet with the appropriate administrator/direct supervisor and participate in designing an effective Transitional Employment Program Plan.
- Actively participate in the Transitional Employment Program assignment.
- Notify the supervisor and the Disability Programs Office representative of all medically allowed changes that occur throughout the 90-day or one semester Transitional Employment Program Plan period.
- Report to the supervisor or Disability Programs Office representative if activities beyond the Transitional Employment Program Plan occur.
- Work within the limits of the Work Status Form (or physician's medical release).

- Provide a Work Status Form (or physician's medical release) before returning to work from an injury/illness, which requires an alteration in work activities.

Disability Programs Office

Representative's Role:

- Monitor the medical progress of the eligible employee and initiate the Transitional Employment Program process in a timely manner to assure a Transitional Employment Program assignment when the employee is released to return to work.
- 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.
- Actively monitor the program plan.
- Meet with the supervisor and the injured/ill employee as needed.

Questions?

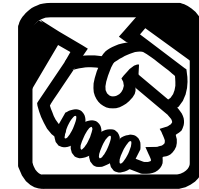
Call 898-5436

TEP-FORM C (1/2004)

CSU, CHICO

TRANSITIONAL
EMPLOYMENT
PROGRAM

Welcome to Transitional Employment



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