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 or 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 or ill employee.

PROGRAM FEATURES

Length of Program
A specific time frame (up to a maximum of ninety (90) calendar days for staff employees and one (1) semester for faculty employees) starts the day the employee is medically allowed to return to work transitional duty. If, at the end of the ninety (90) calendar day or one (1) semester program, you are unable to resume your full work duties, it will be determined if the reasonable accommodation process is appropriate.

Duties:
Tailored to reflect the employee’s physical or 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 current medical (physical and mental) capabilities rather than restrictions.

Who Designs the TEP Assignment
The department, the immediate supervisor, treating physician, and the employee.

Breadth of Program
Is campus-wide and is based on employee’s capabilities and department needs.

Goals of Program
To provide transitional employment for the injured or ill employee who cannot immediately return to regular duties with the goal of restoring the employee to his or her regular job within the ninety (90) calendar day or one (1) 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 TEP 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 Employee Leaves and Workers’ Compensation receives a copy.
- Participate in developing and maintaining a TEP Plan for all affected employees in their area of responsibility.
- Help oversee TEP process and ensure physical suitability and value of work performed.
- Provide positive working environment conducive to creative problem-solving and acceptance of injured or ill employee’s involvement in the TEP.
- Maintain regular contact with injured or ill employees throughout medical recovery.
- Monitor the appropriateness of the work activities being performed; verify that work performed is in compliance with current medical restrictions.
- 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 Employee Leaves and Workers’ Compensation immediately after each doctor’s visit.
- Meet with the appropriate administrator or direct supervisor and participate in designing an effective TEP Plan.
- Actively participate in the TEP assignment.
- Notify the supervisor and the Employee Leaves Workers’ Compensation of all medically allowed changes that occur throughout the ninety (90) day or one (1) semester TEP Plan period.
- Report to the supervisor or Employee Leaves and Workers’ Compensation if activities beyond the TEP 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) to the supervisor or Employee Leaves and Workers’ Compensation before returning to work from an injury or illness which requires an alteration in work activities.

Benefits & Workers’ Compensation Units’ Role:
- Monitor the medical progress of the eligible employee and initiate the TEP process in a timely manner to assure a TEP 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 restrictions and abide by the plan guidelines.
- Actively monitor the program plan.
- Meet with the supervisor and the injured or ill employee as needed.

Contact Information:
Human Resources Service Center
Employee Leaves and Workers’ Compensation
📞 (530) 898-4670
👗 (530) 898-5755