

Return to Work (RTW) Program Quick Reference

1. Employees should discuss work capabilities with their treating provider at each appointment. For Workers' Compensation, written, updated work capabilities/ work status or a Work Accommodation Form (WAF) is required after each visit. For Short-term Disability, work capabilities should be provided when it is determined that an employee can return to work with or without restrictions. This documentation should include a start date, estimated or actual end date, and written progression plan. The information should be faxed directly to the RTW department at 235-6703. (Medical notes should not be kept in the home department files.) For employees on Short-Term Disability, this information should also be faxed to The Hartford at the fax number located at the bottom of the WAF form received in their STD packet. **Work Accommodation Form**
2. Placement considerations:
 - Home department is always given the first option to accommodate restrictions
 - Transitional Work Assignments outside of the home department are considered if there are no absenteeism or disciplinary issues with the employee and are based on availability of assignments.
 - Remain out of work until such time as employee's work capabilities match a transitional assignment or allow for return to work to home department in a restricted or full duty capacity.
 - For long-term or permanent restrictions, the employee may be required to explore other employment options within the University, outside of the University, or may be offered the use of Vocational Counseling options, if necessary. Employee will be asked to have the **Request a Disability Accommodation Form** completed and returned for use in the interactive process (see bullet #6 below).
3. The RTW team will compare the employee's identified work capabilities to the job description/task analysis of the current position. If the restrictions are not compatible with the current position, the RTW team will discuss the availability of a modified assignment with home department. If the department is unable to accommodate the required restrictions, the RTW team will investigate the availability of transitional work assignments (TWA) outside of the home department in which the job demands of the assignment match the employee's currently identified work capabilities.
4. For transitional work assignments (TWA) outside of the regular department, the RTW Program will pay the employee's regular base wages/hourly rate and will attempt to find an assignment that will mimic normally scheduled work hours.
5. When returning to a reduced hours schedule, RTW team will work closely with the treating provider, as returning to less than ½ of normally scheduled work hours may not be in the employee's best interest and may be indicative that it is too early for a successful return to work. RTW documentation must contain a start date, end date, estimated end date and a written progression plan.
6. Duration of the TWA is approximately 90 days. Limited extensions are considered on a case by case basis, based on the progress made by the employee, treating physician's recommendations and participation in the interactive process with HR Business Partner assigned to home

department, the University Intercessor-Director of Disability Compliance, the home department Supervisor/Manager and a member of the RTW program, as needed.

7. TWA's are reviewed regularly by the RTW team to monitor for changes in the employee's work capabilities and/or medical conditions. It is the employee's responsibility to provide the updated documentation from the treating physician to the RTW team in a timely manner.
8. Employees should advise his or her supervisor or the designated contact person of any problems or concerns while performing the assigned duties of the modified or transitional work assignment.
9. Employees on TWA will be required to follow the department's protocols for calling in, requesting vacation, appropriate dress and expected workplace behaviors.
10. Employee should communicate with their supervisor/manager on a frequent basis and at least after every medical appointment to keep the employer updated on his or her ability to return to their regular duties.