


<p>Name of Policy: <u>Light duty and transitional return to work; OUR system® early return to work program</u></p> <p>Policy Number: 3364-25-33</p> <p>Approving Officer: President</p> <p>Responsible Agent: Vice President of Human Resources and Campus Safety</p> <p>Scope: Health Science Campus – The University of Toledo</p>	 <p>Original effective date: April 15, 2009</p>								
<table border="0"> <tr> <td><input type="checkbox"/></td> <td>New policy proposal</td> <td><input type="checkbox"/></td> <td>Minor/technical revision of existing policy</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Major revision of existing policy</td> <td><input checked="" type="checkbox"/></td> <td>Reaffirmation of existing policy</td> </tr> </table>		<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy	<input type="checkbox"/>	Major revision of existing policy	<input checked="" type="checkbox"/>	Reaffirmation of existing policy
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(A) Policy statement

All regular full-time and part-time employees budgeted for at least .50 FTE or greater status who have completed their original probationary period are eligible for consideration for light duty and transitional return to work following a work related or non-work related injury, or in the event accommodation to one’s own position isn’t possible, a bridge assignment through the OUR System® Early Return to Work Program.

(B) Purpose of policy

The purpose of the OUR System® Early Return to Work Program is to establish a pre-determined plan for an injured or ill employee’s successful return to his or her regular duties, using a step-by-step transition from lighter work tasks to his or her regular assignment.

(C) Procedure

(1) Departments are encouraged to permit employees who are temporarily restricted from performing the full scope of their job to continue or return to work in their regular job classification with job accommodations or alternative work arrangements or assignments being provided. Accommodations, alternative arrangements and assignments may include, but are not limited to, job restructuring, part-time or modified work schedules, or reassignment to other compatible positions within the department. Light duty and transitional return to work opportunities are contingent on both:

- (a) The department’s ability to provide temporary job accommodations or work assignment alternatives without undue hardship, compromising the health and safety of the returning employee, patients or other employees, or adversely impacting department operations; and

(b) The employee's ability to perform the position's functions with reasonable accommodations being made or to perform available alternative work assignments through the OUR System® Early Return to Work Program.

(2) When an employee sustains a work-related injury or illness, the employee must immediately report such injury to their supervisor and fill out an incident report. The supervisor, in turn, must notify the workers' compensation claims examiner in liability control that a work-related injury or illness has occurred. In cases where an employee's injury is not work-related, the employee must contact the OUR System® Coordinator in human resources for further instruction.

(3) If the work-related injury/illness requires medical treatment and is of such nature that the employee may not be able to continue their regular job assignment (with or without modifications), the department director must contact the OUR System® Coordinator in human resources who will refer to the bridge assignment matrix to select appropriate bridge assignments which the employee could perform given the nature and extent of the injury or illness.

(4) The bridge assignments selected will be provided to the employee and the treating physician by the OUR System® Coordinator for both work-related and non-work-related injuries. If the treating physician determines that the employee is unable to return to their regular job on a full-time basis, the physician will review the bridge assignments to ascertain whether or not the employee can perform the duties given the employee's physical capabilities.

(5) Once the treating physician approves a bridge assignment, the employee will report back to work and be placed on the approved assignment. All interactions with the employee will be documented in a file kept in human resources.

<p>Approved by:</p> <p><u>/s/ laj</u> Lloyd A. Jacobs, M.D. President</p> <p><u>April 15, 2009</u> Date</p> <p><i>Review/Revision Completed by: Vice President for Human Resources and Campus Safety; Human Resources</i></p>	<p>Policies Superseded by This Policy: <i>05-063 (former Medical College of Ohio Policy; previous review date 07/01/2003)</i></p> <p>Initial effective date: April 15, 2009 Review/Revision Date: Next review date: April 15, 2012</p>
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